

## Creating and Viewing Curriculum

Click the **Curriculum** button on the META home screen.



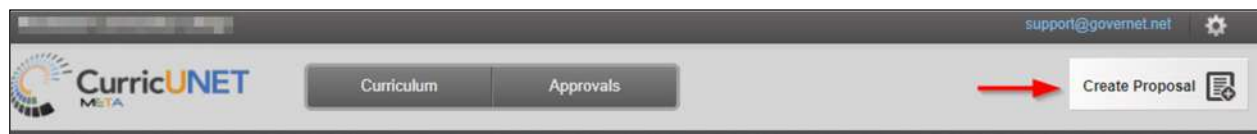
A dropdown menu will appear with the following options: **Course**, **Program** and **Assessment**. Click the desired option to proceed. Curriculum options are explained below, although the process is similar with all three options.

| Subject | Course # | Title                          | Created On   | Status    | Reports |
|---------|----------|--------------------------------|--------------|-----------|---------|
| ACCT    | 159      | ACCT 159 - Computer Accounting | Jun 28, 2017 | Draft     |         |
| ACCT    | 1A       | ACCT 1A - Financial Accounting | Jun 14, 2017 | Draft     |         |
| ACCT    | 520      | ACCT 520 - test                | Jun 14, 2017 | Draft     |         |
| ACCT    | 936      | ACCT 936 - test                | May 01, 2017 | Active    |         |
| ACCT    | test3    | ACCT test3 - test              | Jun 14, 2017 | In Review |         |

### Course

#### New Courses

To create a new course proposal for a course that has not previously been offered, click **Create Proposal**.



Select new course **Proposal Type** from the dropdown menu and click **Next**.

To create a proposal, follow the steps below.

1. Select Proposal Type
2. Complete Minimum Requirements
3. Review and Submit

### Proposal Type

Select a proposal type

Previous Next Create Proposal

Complete all fields to create the proposal and click **Next**. If you need to select a different proposal type, click **Previous**. **Do not use your browser's back button.**

1. Select Proposal Type
2. Complete Minimum Requirements
3. Review and Submit

### Minimum Requirements

Fill out all of the fields below.

Subject\*  
Select a subject

Course Number\*

Course Title\*

Catalog Description\*

Previous Next Create Proposal

Confirm that the information entered is correct, and then click **Create Proposal**.

1. Select Proposal Type
2. Complete Minimum Requirements
3. Review and Submit

### Proposal Summary

Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

**New Course**

Subject: **(ACC) Accounting**  
Course Title: **Adventures in Accounting Research**  
Catalog Description: **test**  
Course Number: **718**

If this is correct press Create Proposal.

Previous
Next
Create Proposal

A new proposal will be created. Complete the proposal, selecting each dark gray tab on the left to navigate between sections of the proposal. For additional details on proposal function, see the **Proposal Functions and Features** (page 50) section of this guide. When the proposal is complete, click **Launch** to move the proposal into the approval process.

**New Course: ACC 718 - Adventures in Accounting Research**

Status: Draft Remaining Launch Requirements: 4 [Launch](#) [Delete Draft](#)

**Proposal Resources**

|                        |     |
|------------------------|-----|
| Cover                  | 5/8 |
| Co-Contributor         |     |
| Units/Hours            |     |
| Course Objectives      |     |
| Requisites             |     |
| Content Review         |     |
| Entrance Skills        |     |
| Course SLO             |     |
| Course Content         |     |
| Methods of Instruction |     |
| Methods of Evaluation  |     |
| Sample Assignments     |     |
| Course Materials       |     |
| Additional Resources   |     |
| Library                |     |

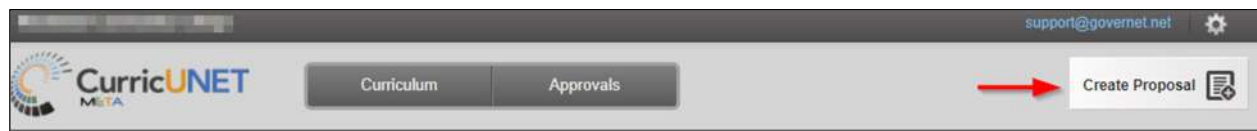
**Proposal Resources**

1. Curriculum Website
2. [Blurred text]
3. [Blurred text]
4. [Blurred text]
5. [Blurred text]

\*fields marked with \* are required

## Modify or Deactivate Courses

To create a modification or deactivation proposal for an existing course, click **Create Proposal**.



Select the modification or deactivation **Proposal Type** from the dropdown menu and click **Next**.

To create a proposal, follow the steps below.

1. Select Proposal Type
2. Complete Minimum Requirements
3. Review and Submit

### Proposal Type

Select a proposal type

Previous Next Create Proposal

Use the dropdown menu to choose the **Subject and/or** enter any search terms related to the **Course Title** you are searching. If you do not know the title, click the **Search** button after making the **Subject** selection.

To create a proposal, follow the steps below.

1. Select Proposal Type
2. Complete Minimum Requirements
3. Review and Submit

### Minimum Requirements

Enter search criteria and press Search. Select a proposal to modify from the search results.

Subject  
Select a subject

Course Title\*

Search

Course Search Results

Previous Next Create Proposal

When you select the **Search** button, you will see a list in the **Course Search Results** textbox for that subject. It may be necessary to use the scroll bar to view all options. Mandatory fields are marked with an asterix (\*). Click the course to be modified. The title will be highlighted blue. Click **Next**.

The screenshot shows the 'Minimum Requirements' step of the proposal process. On the left, there are three tabs: '1. Select Proposal Type', '2. Complete Minimum Requirements' (which is active), and '3. Review and Submit'. The main content area is titled 'Minimum Requirements' and contains the following elements:

- A search instruction: 'Enter search criteria and press Search. Select a proposal to modify from the search results.'
- A 'Subject' dropdown menu with '(ART) Art' selected.
- A 'Course Title\*' text input field containing 'ART 10 - Modern and Contemporary Art History'.
- A 'Search' button.
- A 'Course Search Results' section with a scrollable list of course options:
  - ART 1 - History of Western Art: Prehistoric, Ancient, and Medieval
  - ART 10 - Modern and Contemporary Art History** (highlighted in blue)
  - ART 11 - Gallery and Exhibition Design
  - ART 12 - Asian Art History
  - ART 13 - Pre-Columbian Art History
  - ART 14 - Latin American Art: Colonial to the Present
  - ART 15 - Beginning Ceramics
  - ART 16 - Intermediate Ceramics
- At the bottom right, there are three buttons: 'Previous', 'Next', and 'Create Proposal'.

Confirm that course selected is correct, and then click **Create Proposal**.

The screenshot shows the 'Proposal Summary' step of the proposal process. On the left, there are three tabs: '1. Select Proposal Type', '2. Complete Minimum Requirements', and '3. Review and Submit' (which is active). The main content area is titled 'Proposal Summary' and contains the following elements:

- A review instruction: 'Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.'
- A section titled 'Course Major Modification'.
- A line indicating the course: 'Course: **ART 10 - Modern and Contemporary Art History**'.
- A note: 'If this is correct press Create Proposal.'
- At the bottom right, there are three buttons: 'Previous', 'Next', and 'Create Proposal'.

A proposal of the new course version will be created. Complete the proposal, selecting each dark gray tab on the left. For additional details on proposal function, see the **Proposal Functions and Features** section of this guide. When the proposal is complete, click **Launch** to move the proposal into the approval process.

**Course Major Modification: ART 10 - Modern and Contemporary Art History**

Status: Draft Remaining Launch Requirements: 1 [Launch](#) [Delete Draft](#)

Cover

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Co-Contributor

Units/Hours

Course Objectives

Requisites

Content Review

Entrance Skills

Course SLO

Course Content

Methods of Instruction

Methods of Evaluation

Sample Assignments

Course Materials

Additional Resources

Library

Transfer Course

Cover

**Course Cover**

Originator \*

Discipline \*

☐ Stand Alone (Non-program Applicable Course)

☐ Honors Course

Course Number \*

Course Title \*

Short Title \*

**Course Description**  
Enter a paragraph that begins with a descriptive fragment; for example: "An introduction to the principles of life sciences". Do not begin with "This course is" or "In this course". \*

A survey of the development and history of modern art with emphasis on its major movements, leading artists, and contemporary trends. Painting, sculpture, and architecture will be discussed in terms of their historical, social, and political context. Beginning with mid-19th century movements (Realism and Impressionism), the study will continue through the current trends and new media of the day. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**Short Description**  
Enter a descriptive fragment. \*

Survey of the history of modern and contemporary art, beginning with mid-19th century (Realism and Impressionism) and continuing through current trends and new media.

**Rationale \***

## Program or Degree

To create a proposal for a new degree, click the **Create Proposal** button on the home screen.



From the dropdown menu (1) select the **Proposal Type**, for **Courses**, **Programs**, **Assessments**, or **Program Reviews**. You may also type keywords in the textbox (2) to narrow your search options.

### Proposal Type

Select a proposal type

- Courses
  - BCC Course - Deactivation
  - BCC Course - New
  - BCC Course - New Fee Based Course
  - BCC Course - Reactivation
  - BCC Course - Update

Previous Next Create Proposal

Click the **Next** button when complete.

Work your way through the dialogs. Items marked with an asterisk (\*) are required. As you complete each step, click the **Next** button. At any time, if you wish to make changes to a previous step, you may go backstep using the **Previous** button.

### Minimum Requirements

Fill out all of the fields below.

Subject\* (CHIN) BCC - Chinese

Course Number\* 101

Course Title\* Introductory Mandarin

Catalog Description\* This course will introduce the student to the basics of speaking, reading, and writing conversational Mandarin Chinese.

Previous Next Create Proposal

Once the proposal has been created, you will be taken to the Draft Proposal Form, shown below.

The parts of the **Cover Page** include the **Draft Status** (1), the remaining **Launch Requirements** (2) and the individual **Sections** of the proposal (3). **Badges** (also 3) indicate how many items in each section exist, and how many need to be completed in that particular section. When all items are completed, the badge will change from yellow to green. The number of remaining launch requirements will also change accordingly.

When completed, you will be able to launch or delete the proposal.

## New Programs

Creating a new program proposal requires the same steps as creating a new course proposal. To create a proposal for a new program, click the **Create Proposal** button on the home screen.

1. Select the type of Program you desire. Click the **Next** button.
2. Complete the **Minimum Requirements** page. Click **Next**. Review the **Proposal Summary**, and if it is correct, click **Create Proposal**.
3. From there, complete the **Draft Proposal Form** as you would for a degree proposal.
4. When finished, you may **Launch** or **Delete** the proposal draft.

## Modify or Deactivate Programs

To modify or deactivate a program, begin by clicking **Create Proposal**.

From the **Proposal Type** dropdown menu, select the option you desire (**Deactivation**, for example). Depending on your institution, there may be a variety of modifications or deactivation types.

### Proposal Type

Select a proposal type

**Courses**

BCC Course - Deactivation

BCC Course - New

BCC Course - New Fee Based Course

BCC Course - Reactivation

BCC Course - Update

Previous Next Create Proposal

Click **Next**.

From the Minimum Requirements window, choose the Subject, and Course Title.

META will display a list of courses that meet your search criteria.

### Minimum Requirements

Enter search criteria and press Search. Select a proposal to modify from the search results.

☐ Reactivation Proposal

Subject  
(ART) BCC - ART

Course Title\*

Search

Course Search Results

- ART 001 - Introduction to Art History
- ART 002 - History of Western Art from Prehistory through the Middle Ages
- ART 003 - History of Western Art from Renaissance to Contemporary Art
- ART 004 - History of Modern Art (1800 to Present)
- ART 013 - History of Women in Art

Select a specific course and click **Next**. META will display the **Proposal Summary**.

### Proposal Summary

Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

**BCC Course - Deactivation**

Subject: **ART**  
 Course Title: **ART 001 - Introduction to Art History**  
 Course: **ART 001 - Introduction to Art History**  
 Course Number: **001**

If this is correct press Create Proposal.

Previous
Next
Create Proposal

If you are satisfied with the proposal, click **Create Proposal**. META will display the **Draft Proposal Form**. If not, use the **Previous** button to back up and make changes.

Review the **Draft Proposal Form**. You are able to modify items in the text entries if necessary. When you are satisfied with the proposal, click the **Launch** button. Otherwise, click **Delete Draft**.

## Cloning

### What is Cloning?

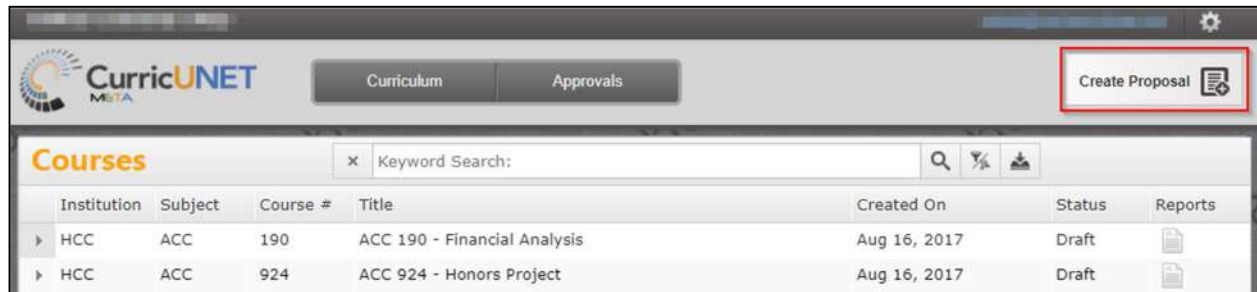
Cloning is an optional META feature that must be requested by Admin users.

The process of cloning is actually the extraction of the data in an existing proposal (either a course or a program proposal) into a new proposal. Cloning is different than simply copying an entity. Copying an entity simply creates another instance of that entity. Cloning creates an entirely new entity.

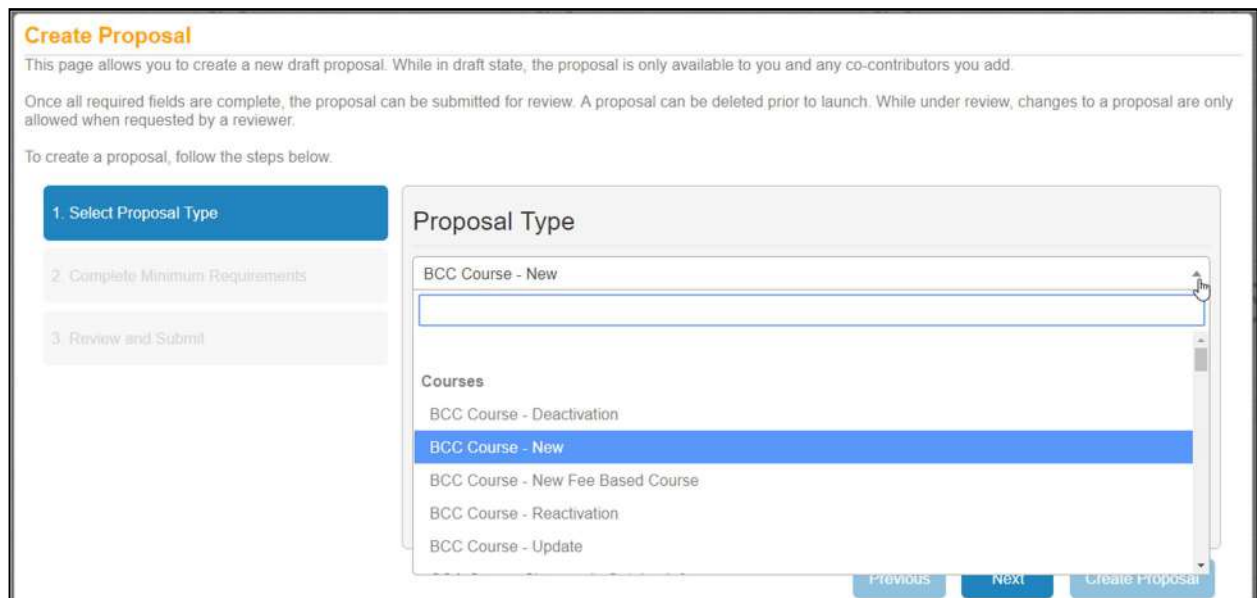
### Cloning a Proposal

Log in to META as you normally would.

On the META homepage, click the **Create Proposal** button.



On the Create Proposal Page, select the **Proposal Type** you wish to create.



Click **Next**. This will take you to the Minimum Requirements Page. Click the **Find Proposal** button. Note, you can only clone proposals which are set up for cloning. If the **Find Proposal** button does not appear, the proposal you have selected is not set up for cloning.

## Create Proposal

This page allows you to create a new draft proposal. While in draft state, the proposal is only available to you and any co-contributors you add.

Once all required fields are complete, the proposal can be submitted for review. A proposal can be deleted prior to launch. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below.

1. Select Proposal Type

2. Complete Minimum Requirements

3. Review and Submit

### Minimum Requirements

Find Proposal

Source:

Fill out all of the fields below.

Subject\*

Select a subject

Course Number\*

Course Title\*

Catalog Description\*

Previous

Next

Create Proposal

In the **Search Proposals Window**, choose the desired subject from the **Subject Filter** dropdown menu.

## Create Proposal

This page allows you to create a new draft proposal. While in draft state, the proposal is only available to you and any co-contributors you add.

Once all required fields are complete, the proposal can be submitted for review. A proposal can be deleted prior to launch. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below.

1. Select Proposal Type

2. Complete Minimum Requirements

3. Review and Submit

### Search Proposals

Proposal Title Filter:

Subject Filter:

| Institution | Proposal Title   | Status     |
|-------------|--|------------|
| BCC         | Financial Accounting   | Active     |
| BCC         | Native American Cultures   | Draft      |
| BCC         | 2D Digital Animation   | Draft      |
| BCC         | 3-D Illustration / Cinema 4D II  | In Revi... |
| BCC         | 3-D Illustration / Cinema 4D I   | Draft      |
| BCC         | 3-D Illustration / Cinema 4D II Lab                                    | In Revi... |
| BCC         | 3D Layout and Lighting   | Draft      |
| BCC         | 3D Modeling Principles   | Draft      |
| BCC         | 3D Modeling Principles   | Draft      |
| BCC         | Academic Composition Skills: Paragraph Development, Analysis, & Res... | Active     |

1 2 3 4 5 ...

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Select Proposal

Cancel

Previous

Next

Create Proposal

META will display a list of course proposals. Choose the proposal you wish to clone from this list, and click **Select Proposal**. Make sure you are selecting an active proposal, not a draft. META will then populate the data into the minimum Requirements fields. Click **Next**.

### Create Proposal

This page allows you to create a new draft proposal. While in draft state, the proposal is only available to you and any co-contributors you add.

Once all required fields are complete, the proposal can be submitted for review. A proposal can be deleted prior to launch. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below.

1. Select Proposal Type
2. Complete Minimum Requirements
3. Review and Submit

#### Minimum Requirements

Find Proposal Source: Financial Accounting

Fill out all of the fields below

Subject\*  
(BUS) BCC - Business

Course Number\*  
001A

Course Title\*  
Financial Accounting

Catalog Description\*  
Study of purposes, theory and specific methods of accounting: Systems and methods employed in accumulating data for financial statements; income measurement, including cost measurement,

Previous
Next
Create Proposal

From here you will be taken to the Proposal Summary. Note that the proposal information has been filled in with data from the proposal you have cloned.

If your chosen course is active, you may need to choose a different course number to differentiate it from the original course. In this case, you will see the following warning in the bottom of the Minimum Requirements window:

An active course already exists in the catalog for this subject and course number. To modify the active course, go back and select a modification or deactivation proposal type.

In this case, change the **Course Number** appropriately, and click **Next**. You will be taken to the Proposal Summary page. If the information on the summary page is correct, click **Create Proposal**. If not, use the **Previous** button to return to the appropriate step and make corrections. Do NOT use your browser's **Back** button.

**BCC Course - New: BUS 101 - Financial Accounting**

Status: Draft Remaining Launch Requirements: 22 Launch Delete Draft

**Cover** 6/6

Last updated by Governor Support on 8/30/2017 at 6:33 AM

The Course Outline of Record (COR) plays a critical role on campus. It is a contract between the student, instructor, college and 4 yr institution (if transferable or articulated). We recommend you use the 'how to' guide provided by your curriculum committee when filling out this form. Please review all fields before moving to the next page. If a box is highlighted in orange, that means the information is required. Be sure you write the description in the "Peralta-way".

**Overview**

Subject \* BUS

Course Number \* 101

Title \* Financial Accounting

Description \*

Start with an adjective or noun other than "a", "the", "course". After the first general phrase, put a colon and start the next word with a capital letter and use no verbs, few articles and limit to four lines

Study of purposes, theory and specific methods of accounting: Systems and methods employed in accumulating data for financial statements; income measurement, including cost measurement, classification, and expiration; revenue recognition and measurement.

Click **Next**. You will be taken to the Proposal Draft Form.

Complete the newly-cloned proposal as normal, and launch or delete the draft.