Introduction

The purpose of this guide is to assist Curriculum Chairs on proposals that originate from your college (Originating College) and proposals that originate from another college (Non-Originating College). You will be notified via email when a proposal is ready for your review. Proposals created from your college require two separate reviews. Proposals created from another college require one review. However, your review is optional if a proposal created by another college is for a non-aligned subject area, course activation, special topics course, or Distance Education.

On the left, log into CurricUNET. On the left, click on My Approvals.

Select Curriculum Chair role. Click [Next].

Find the proposal you want to review on the Courses list. Click on the icons to review the curriculum reports.

Review for the following:

- Mission, goals compliance, feasibility, duplication alignment, scheduling and impact on other disciplines.
- Determine the appropriateness of requests for general education, CSU and UC transfer statuses in consultation with the Articulation Officer.
- Check the grade option, degree applicability, repeatability, codes, lecture/lab hours and FTEF. Make any suggestions when needed.
- Review for integrated outline standard, evaluator issues and distance education appropriateness.

After you finished reviewing the proposal, click [Action].

You may enter a comment. Comments are optional and can be viewed by everyone.

Actions are listed on the drop down menu according to the level of review you are on.

Select an action and click [Submit]. The proposal will move forward accordingly.

Approved and Forwarded: (Originating College) - Proposal moves to the other college’s Curriculum Committees/Chairs, and VPIs level. Proposals that do not require concurrence advance to the Curriculum Chair for the second review. (Non-Originating College) - Proposal moves to the Originating College’s level after all the required reviews are completed. (Originating College 2nd Review) - Proposal moves to the Distric Instructional Services level.

Approved with Modifications Made: (Originating College) - Proposal moves to the other college’s Curriculum Committees/Chairs and VPIs level. Proposals that do not require concurrence advance to the Curriculum Chair for the second review. (Originating College 2nd Review) - Proposal moves to the District Instructional Services level. Modifications are noted in the comment box.

Reviewed: (Originating College) - Proposal moves to the other college’s Curriculum Committees/Chairs and VPIs level. (Non-Originating College) - Proposal moves to the Originating College’s Curriculum Chair level after all the required reviews are completed.

Disapproved, Return to Originator: (Originating College) and (Originating College 2nd Review) - Proposal is taken out of the approval process and placed into a pending state for editing by the Originator and any Co-Contributors. After the Originator makes the edits, they have to re-audit and start the approval process over (including Pre-Launch).

Hold with Changes Made for Later Approval: (Originating College), (Non-Originating College), and (Originating College 2nd Review) - Proposal goes into a pending state for editing by the Originator and/or any Co-Contributors assigned to the proposal. The proposal remains in the Curriculum Chair’s queue until another action is taken by the Curriculum Chair again.

*Please refer to the CurricUNET User Guide for more specific information about this action.

Return to Originating College Committee: (Non-Originating College) - Proposal moves back to the Originating College’s Curriculum Committee/Chair and is placed into a pending state for editing by the Originator and/or any Co-Contributors assigned to this proposal. *Please refer to the CurricUNET User Guide for more specific information about this action.

Note: (Originating College) - If you do not take action, the proposal will stay at your level and will not default to the next level. (Non-Originating College) - If you do not take action after 20 days, the proposal defaults to the next level.

You have the option to approve and forward multiple proposals at one time.

Click on the white box on the lower left corner of the proposals. Click [Multiple Actions] at the bottom of the Courses list.

Select the action, Approved and Forwarded. Click [Submit]. The proposal will move to the next level.

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