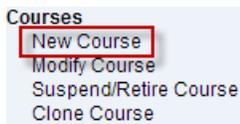


Creating a New Course in CurricUNET

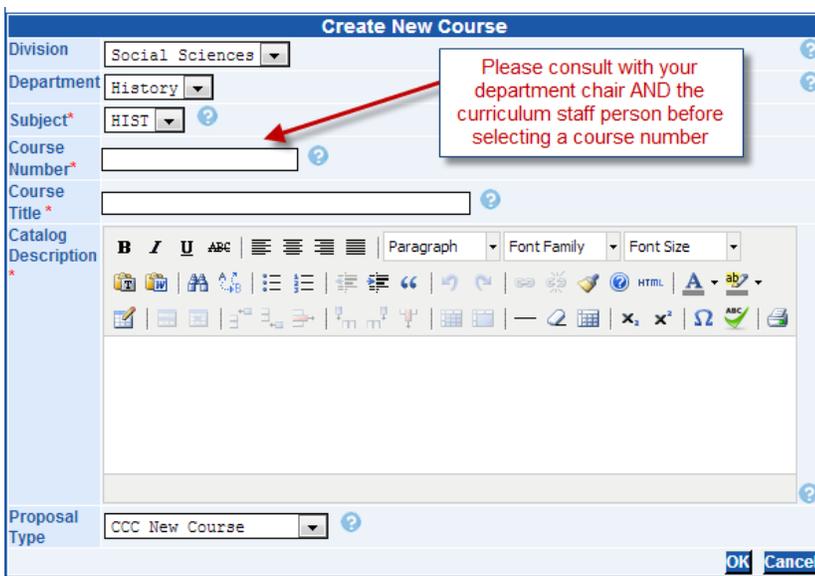
1. Log onto CurricUNET
2. On the Build Menu, select Courses:



Then select New Course



Please note that you will only be able to create new courses in a discipline in which you have a district FSA (Faculty Service Area). In other words, if you only teach History -- you'll only be able to create History courses.

A screenshot of the 'Create New Course' form. The form has several fields: 'Division' (Social Sciences), 'Department' (History), 'Subject*' (HIST), 'Course Number*' (empty), 'Course Title*' (empty), 'Catalog Description*' (with a rich text editor), and 'Proposal Type' (CCC New Course). A red arrow points from a text box to the 'Subject*' field. The text box contains the text: 'Please consult with your department chair AND the curriculum staff person before selecting a course number'. There are blue question mark icons next to several fields.

It's extremely important that you consult with the department chair and the curriculum staff person (Ann French - afrench@coastline.edu) before choosing a Course Number. Course numbers may not be re-used, so it is necessary to verify that the number hasn't been previously used. There are other considerations as well. For instance, if our sister colleges offer the same course, ideally we will match their numbering. Course numbering also bears upon the sequencing of courses.

Please refer to the help fields (help fields are indicated by the ? button) when

filling out the course title and catalog description. Keep in mind that this description will also be used on the schedule.

Complete this page and select **OK**

3. You're now in the Course Construction Menu:

Course Construction Main Menu

College	Coastline Community College
Subject	HIST
Course Number	C115
Course Title	Latin American History And Culture
Short Title	Latin American Hist & Culture
Co-Contributor(s)	There are no Co-Contributors for this course.
	Add a Co-Contributor

Course Checklist

- Cover
- List of Changes
- Units/Hours
 - Repeatability
 - Grading Policy
- Degree/Transfer
- Proposed Placement
- Course Objectives
- Student Learning Outcomes

Click here if you want someone else to be able to edit the course

If you wish someone else to have access to the Course so they can go in and make changes, click on the "Add a Co-Contributor" and select the person from the drop down menu.

4. A couple of general things to keep in mind:

- The course will not become active until it is approved by the Curriculum Committee and the Board of Trustees. Potentially, it will also have to go to the State Chancellor's office for approval.
- Your course cannot be launched (put into the process by which it is approved) until all pages are "Finished". At the bottom of each page you'll see these options: **Save** **Finish** **Cancel**. You can "Save" any changes you make as you proceed, but when you're completely done, you will click "Finish". When a page has been finished it will be indicated on the checklist by the change from this: **Cover** to this: **Cover**. The checkbox is marked and the color is now green.
- Once you've "Finished" a page, you can go back and edit it, but you will have to click the **Unlock** button to do so. Once you've completed your re-edit, you will need to once again click the **Finish** button. You may freely edit all fields PRIOR to your launching the course into the approval process. When a course has been launched, you will only be able to do edits if one of the approvers sends it back to you for revision.
- While creating your course you may wish to refer to similar courses being offered at other colleges. To look at the course outlines for our sister colleges (Golden West and Orange Coast), use the Search function on the CurricUNET main page. If you wish to do a broader search of other colleges which also use the CurricUNET system, refer to the CurricUSEARCH button, also on the main page.
- The state is developing a Course Identification system to make the transfer of courses more efficient. Please refer to the C-ID webpage at: <http://www.c-id.net/descriptors.html> to see if there is a course descriptor for the class you are creating. If there is, you should ensure that your course matches the minimum standards established by the descriptor.

5. Here are the specific elements of the Course Construction Menu:

Course Cover:

Course Cover	
Page Last Saved on Friday, Feb 15, 2013 at 03:58 PM By Daniel at CCC Johnson	
College	Coastline Community College
Division	Social Sciences
Department	History
Subject	HIST - History
Course Number*	C115
Full Course Title*	Latin American History And Culture
Abbreviated Title	Latin American Hist & Culture
Formerly Known As	
Eligible FSA's Select all that Apply	--- Please Select FSA --- FSA Descriptions: <input checked="" type="checkbox"/> History: Master's degree in history OR bachelor's degree in history AND master's degree in political science, humanities, geography, area studies, women's studies, social science, or ethnic studies OR the equivalent. Master's degree required.
Cross Listed Courses	You can add a course as a cross listed course if it exists in the system. If the course does not exist you can create a new course or clone the course. -- Select Subject --
Catalog Course Description*	This introductory course in Latin American history covers the Caribbean, Central America, and South America from pre-Columbian times to the present. It emphasizes the development of the cultures, social institutions, political forms, and economic structures of this region, including the complex interactions between Native-American, African, and European societies and the significance of international political and economic connections. Graded or Pass/No Pass option. Path: p
Justification	(Empty text area) Path: p
Proposed Start*	Year: 2010 Semester: Fall
Open Entry/Open Exit	<input type="radio"/> Yes <input checked="" type="radio"/> No
Required for Degree/Certificate*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Proposal Information	
Material Fee	<input type="radio"/> Yes <input checked="" type="radio"/> No
C-ID	
CB03 TOP Code	2205.00 - History
CB04 Course Credit Status	D - Credit - Degree Applicable
CB05 Course Transfer Status	CSU = CSU Transferable
CB08 Course Basic Skill Status (PBS Status)	2N = Course is not a basic skills course.
CB09 SAM Code	Non-Occupational
CB10 Course COOP Work Exp-ED	NCOOP = Not part of Coop Work Exp
CB11 California Classification Codes	Y - Not Applicable
CB13-Special Class Status	N - Course is not a special c
CB21 Levels Below Transfer	Y = Not Applicable
CB22 Non Credit Course Category	Y - Not applicable, Credit Course
CB23 Funding Agency Category	Y = Not Applicable
CB24-Program Course Status	1 = Program Applicable
<input type="button" value="Save"/> <input type="button" value="Finish"/> <input type="button" value="Cancel"/>	

Most fields here are self-explanatory. You can also click on the ? for more information about this field and how you might fill it out.

For new courses, the Justification section must be completed.

In filling out the Proposal Information section you may need help from your Department Chair and the college articulation officer (Nancy Soto-Jenkins - njenkins@coastline.edu). If you have any questions about the proper placement of the course, please consult with them

Course Units/Hours

Course Units/Hours
Page Last Saved on Friday, Feb 15, 2013 at 04:52 PM
By Daniel at CCC J

Class Hours

Variable Units Yes: No:
 Lab Hours Yes: No:
 Non Directed Clinical/Fieldwork Hours Yes: No:

Units*

	Course	Total	LHF
Lecture Hours	<input type="text" value="54.00"/>		<input type="text" value="3.00"/>
Recommended Outside Class Hours	<input type="text" value="108.0"/>		
Total	<input type="text" value="162.0"/>		<input type="text" value="3.00"/>

Could this course be scheduled as Distance Education in full or any portion of it? Yes No

Callouts:
 - If any of these are "Yes" an additional selection will appear below which must be filled out (points to Yes radio buttons).
 - The Units and Lecture Hours sections must be filled out separately. Other fields will be populated automatically, depending upon the numbers inserted here (points to Units and Lecture Hours fields).
 - If "Yes" is clicked here it will automatically activate DL pages later in the form which must be completed (points to Distance Education radio buttons).

When establishing the Units and Hours of a course, you should generally conform to the standards set forth in Carnegie Units. Even though Coastline currently uses a 16 week semester, we still use the Carnegie units for 18 week classes.

Repeatability

Repeatability
Class Hours

Repeatability N or null - Not Repeatable

Justification

Save Finish Cancel

Please note that due to recent changes in Title 5 language, no courses are to be considered as repeatable (with very minor exceptions)

Grading Policy

Grading Policy

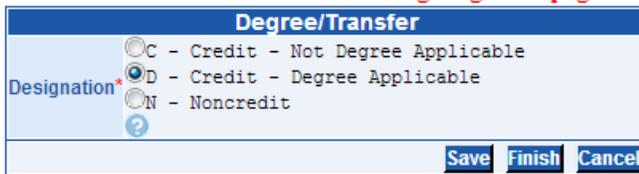
To indicate Student Option Course Press Control (CTRL) key, then click on Standard Grade. Next Press CTRL and click on Pass/No Pass. Both should be highlighted.

Grading Policy* -- Please Select --
 B - Pass/No Pass
 N - Not Graded
 S - Standard Letter

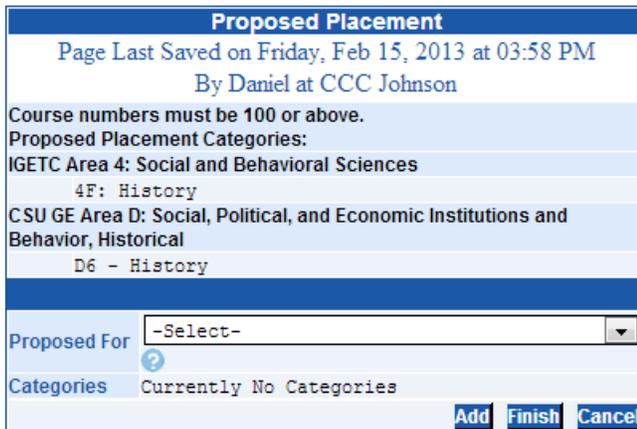
Save Finish Cancel

Please note instructions for how to select both Pass/No Pass and Standard Letter if you want to indicate Student Option

Degree/Transfer

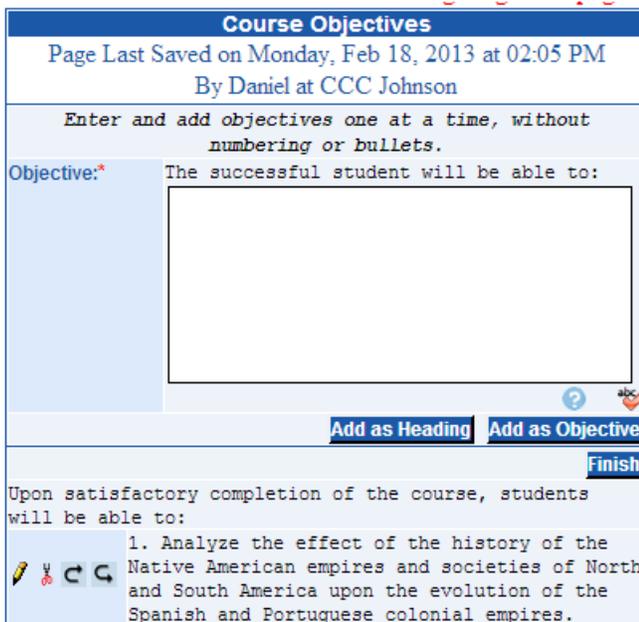


Proposed Placement



Please note that prior to completing the **Degree/Transfer** or **Proposed Placement** of the course you may wish to consult with your department chair and/or with the college's articulation officer to ensure that the course is properly placed.

Course Objectives



Type in the course objective and then click on [Add as Objective](#). Do this for each objective in the course. This will produce a numbered list. If you wish, you may also group objectives together under a heading using [Add as Heading](#). Once an objective has been added you may also edit or re-arrange them.

- The  button will allow you to edit the objective.
- If you wish to remove the objective, use the  button to cut it.
- If you wish to change the order in which the objective appears on the list, use the  buttons

When writing course objectives you should click on the  and refer to the description given in the help field.

Program Student Learning Outcomes (PSLOs)

Program Level

There are currently no outcomes defined

Program Outcome*

-- Select One (this list populates from the cover page)--

No outcomes listed

Assessment Text*

B I U ABC | Paragraph | Font Family | Font Size

Rich text editor toolbar with various icons for text formatting, lists, links, and images.

Add Cancel Finish

Edit Text

Program Outcomes will not become active until AFTER the course has been listed as part of a program.

Keep in mind that not all courses are used to measure PSLOs, even if they are listed as part of a program.

Course Student Learning Outcomes (CSLOs)

Course Level	
Page Last Saved on Monday, Feb 18, 2013 at 04:39 PM By Daniel at CCC Johnson	
Outcome Text*	
Assessment Text*	
Add Cancel Finish	
Edit	Text
	Outcome: Given a key economic, political, social or cultural trend or event in the history of Latin America, construct a well organized argument, supported with relevant evidence, which evaluates the causes and/or implications of this trend or event.
	Assessment: This outcome will be measured through written assignments, such as essays on the midterm and final or through research type papers.
	Outcome: Given primary and/or secondary sources relating to the history of Latin America, analyze their meaning and usefulness as evidence.
	Assessment: This outcome will be measured through written assignments, such as papers, which analyze historical primary or secondary sources relating to the history of Latin America.

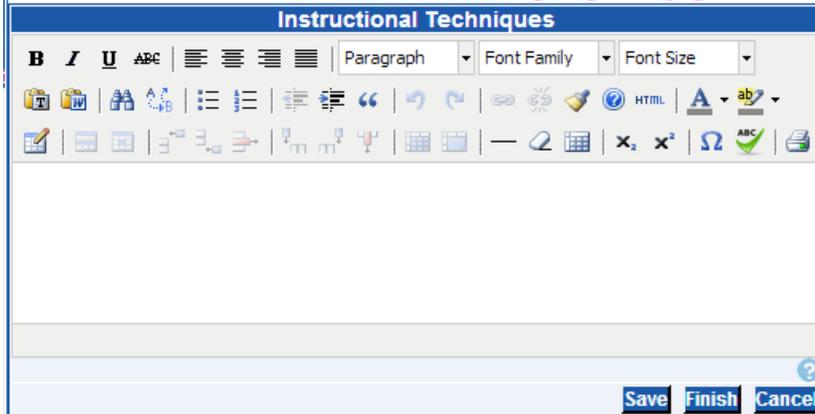
While not all courses will have measurable ISLOs or PSLOs, ALL courses must have Course Level Student Learning Outcomes.

SLOs are generally considered to be very broad outcomes relating to what students will be able to do once they have completed the course, rather than defining the scope and content of what is taught (which are covered in Course Objectives).

A course should have at least one robust Student Learning Outcome, but generally you should have no more than three.

All CSLOs will be reviewed by the SLO subcommittee of the Curriculum Committee and suggestions may be offered as to how to make them more robust.

Instructional Techniques



This page should include a description of the suggested pedagogical techniques that will be used to teach this course. Please note that this roughly corresponds to the "Classroom Instruction" description on the old Coastline outlines.

Material Fees

Material Fees		
The answers to all five of the following must be yes for a materials fee to be required of students.		
Yes	No	
<input type="radio"/>	<input checked="" type="radio"/>	Will the material fee provide the student with tangible personal property that is owned and controlled by the student? ?
<input type="radio"/>	<input checked="" type="radio"/>	Does the material relate to required objectives of the course? ?
<input type="radio"/>	<input checked="" type="radio"/>	Does the material have continuing value outside the classroom? ?
<input type="radio"/>	<input checked="" type="radio"/>	Is the amount of material consistent with the amount students need to meet the objectives of the course? ?
<input type="radio"/>	<input checked="" type="radio"/>	Is a proposal (or a previous paid invoice) from an independent third party vendor attached which clearly denotes the unit cost for each item to be used? ?
Fee Details		
Reminder: We should only charge for materials fees that can be spent during the course.		
Req'd Course Materials (Provide Description)	Health/ Safety	Qty Unit Cost Total ?
<input type="text"/>	N <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Total		<input type="text"/>
<input type="checkbox"/> Bodily harm to Self and/or Others <input type="checkbox"/> Contamination of Self and/or Others <input type="checkbox"/> Dangerous or Hazardous By-product <input type="checkbox"/> Medical or Legal mandate i.e. sterile syringes, band-aids <input type="checkbox"/> Protection of Student Produced Work <input type="checkbox"/> Spoilage of Materials or Student Produced Work <input type="checkbox"/> Material Altered by Student Use Rendered Potentially Harmful <input type="checkbox"/> Other ?		
Fee Effective	<input type="text"/>	?
Fee Amount	\$ <input type="text"/>	?
<input type="button" value="Save"/> <input type="button" value="Finish"/> <input type="button" value="Cancel"/>		

The Material Fees page will only become active if you indicate on the Cover Page that there are Material Fees for the course.

Please note that the fifth question requires that a proposal or previously paid invoice from an independent third party vendor which clearly denotes the unit cost for each item -- this should be included as an attachment to the CurricUNET form.

Course Distance Education
Page Last Saved on Monday, Feb 18, 2013 at 07:21 PM
By Daniel at CCC Johnson

Each proposed or existing course if delivered all or in part by distance education, shall be separately reviewed and approved by the Curriculum Committee prior to being offered. (Education Code 55378). This is required if ANY Course time is replaced by distance education.

Delivery Methods Check all that apply

Hybrid (Any combination of online and face to face)
 Live Interactive 2-way
 On-line
 Telecourse
 Other (explain):

Need/Justification
How will students benefit by providing this course using distance education technology?

Offering this course utilizing distance education technology will provide greater flexibility for students who find it difficult to take onsite classes because of their schedules. This is particularly important for certain categories of students, such as stay-at-home parents and those with significant non-academic work commitments.

Path: p » span

Instructor-Student Contact
Explain how this course can be taught in a distance learning format and still meet the requirements of the course outline?

Course content such as lectures can be delivered to students via the college's Course Management System in a written, audio, or video format. Discussion of course content can be achieved through discussion boards, online chats and/or telephone conferencing, and e-mail.

Path: p » span

Technical Issues
Is any additional equipment or staff necessary to support the course for students and instructors?

No additional equipment or staff are required to offer this course in a Distance Learning format.

Path: p

Accommodations for Students with Disabilities
Distance education courses, resources and materials must be designed and delivered in such a way that the level of communication and course-taking experience is the same for students with or without disabilities.

Will this course, as designed, accommodate students with disabilities? YES NO
Please explain:

The Seaport Course Management system has been designed to be compliant with requirements for access by students with disabilities. Where ever possible instructors will ensure that course material will be presented in a manner which allows full access and participation by disabled students.

Path: p

Material Fees
Face to Face Course: YES NO
For distance education offering, should the fee be waived? YES NO

Save Finish Cancel

Course Distance Education

The Distance Learning Pages will become active if you indicate on the Course Units/Hours page that all or part of the class may be taught in a Distance Learning format.

Please select the anticipated distance learning modalities that the course might be taught in and fill out each of the fields below.

Here is some suggested language which you may use and/or modify to suit your particular course:

Need/Justification:

Offering this course utilizing distance education technology will provide greater flexibility for students who find it difficult to take onsite classes because of their schedules. This is particularly important for certain categories of students, such as stay-at-home parents and those with significant non-academic work commitments.

Instructor-Student Contact:

Course content such as lectures can be delivered to students via the college's Course Management System in a written, audio, or video format. Discussion of course content can be achieved through discussion boards, online chats and/or telephone conferencing, and e-mail.

Technical Issues:

No additional equipment or staff will be necessary to support this course for students and instructors. The college Course Management System will be able to fully accommodate the requirements of the course.

Accommodations for Students with Disabilities:

The Seaport Course Management system has been designed to be compliant with requirements for access by students with disabilities. Where ever possible instructors will ensure that course material will be presented in a manner which allows full access and participation by disabled students.

Distance Ed - Instructor-Student Contact

Distance Ed - Instructor-Student Contact
How will the instructor ensure regular, effective instructor-student communication?
You have no defined contact types.

Contact Type: Announcements/Bulletin Boards

Description*

Add Finish

Select a Contact Type from the drop down menu, write a description of how contact will occur, and click **Add** to add it to the list of ways in which Instructor-Student Contact will occur.

Below find some suggestions which may be used and modified for filling out this page:

Announcements/Bulletin Boards - Instructor will post Announcements through the course website as necessary to keep students informed of important information and events.

Chat Rooms - Instructor may engage in synchronous interactions with students utilizing technologies such as CCCConfer.

Discussion Boards - Instructor will utilize discussion boards to ensure regular effective contact between instructor and students, and to facilitate interactions between students.

Email Communication - Instructor will respond promptly to student e-mails, typically within 48 hours (with the exception of non-duty days). Instructor may also utilize e-mail to interact with students to remind them of assignments or as an additional way to convey announcements posted on the course website.

FAQ - Instructor may include a FAQ document on the course website to clarify course requirements and procedures.

Resource Links - Instructor may embed Resource Links in course lessons or elsewhere on the course website.

Scheduled Face-to-Face Meetings - Instructor may schedule face-to-face meetings with students at their discretion.

Telephone - Instructor will make themselves available to student contact by telephone during any required office hours. Instructors may choose to make themselves available to students via telephone at other times.

Other (explain) - Instructors may utilize other technologies, such as Skype, blogs, or document sharing sites to facilitate communication and the attainment of course objectives.

Texts, Readings, and Resources

Texts, Readings, and Resources	
Page Last Saved on Wednesday, Feb 20, 2013 at 10:19 AM	
By Ann French	
Textbooks	
 	1. Burns, Bradford & Charlip, Julie. <i>Latin America: A Concise Interpretive History</i> , 8th ed. Prentice Hall, 2006
 	2. Chasteen, John. <i>Born in Blood and Fire: A Concise History of Latin America</i> , 2nd ed. W.W. Norton, 2005
 	3. Eakin, Marshal. <i>The History of Latin America: Collision of Cultures</i> , ed. Palgrave Macmillan, 2007
 	4. Keen, Benjamin & Haynes, Keith. <i>A History of Latin America</i> , 8th ed. Wadsworth Publishing, 2008
Add	
Manuals	
You have no manuals defined.	
Add	
Periodicals	
You have no periodicals defined.	
Add	
Software	
You have no software defined.	
Add	
Other	
 	1. Coastline Community College's Virtual Library: http://coastline.edu/library
Add	
Finish Cancel	

In many cases the course outline will list a number of textbooks that would be appropriate to teaching this class. List as many as you think are appropriate.

In all cases, the blurb about Coastline's Virtual Library should be retained in the "Other" category, although additional resources could be added here.

Add a Textbook	
Required or Optional	<input type="radio"/> Required <input checked="" type="radio"/> Optional 
Author *	Use Last name, first initial, middle initial Smith, P., Hess, R., & Jett, K.G.
Title *	<input type="text"/>
Edition	<input type="text"/> 
City	<input type="text"/> 
Publisher *	<input type="text"/> 
Year *	Date is required: Transfer institutions require current publication date(s) within 5 years of outline addition/update. <input type="text"/> 
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Only select "Required" if one specific textbook MUST be used by all instructors teaching this course. </div>	
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> Textbooks should be as current as possible. If it is not possible to use a textbook dated within the last 5 years, please indicate below why a "legacy" textbook is appropriate </div>	
Legacy Textbook Transfer Data (Admin only)	<div style="border: 1px solid black; padding: 5px; width: fit-content; text-align: center;"> Ignore </div>
Add Cancel	

Any textbooks older than 5 years old must have a rationale for their use before the page can be saved.

Requisites

Requisites
Select Requisite Type

Requisite Type: Prerequisite (selected)
Corequisite
Advisory

Buttons: Add, Finish

Requisites are the skills or knowledge that students typically must have in order to be successful in a class. This is usually indicated by a Prerequisite course (a course that must be successfully completed before a student may attempt this course) or a Corequisite (a course that must be taken either before or concurrent with the current class). Both Prerequisites and Corequisites may block students from enrolling in a course. Advisories do not block enrollment -- they are suggestions to the students rather than enforceable limitations.

Requisites

Requisite Type: Prerequisite

Type of Requisite

- Required at UC/CSU -
- Sequential course within or across disciplines -
- Sequential within a reading/writing program -
- Communication or computation skills course outside of a sequence of courses -
- First course in a program -
- Health and safety protection -
- Measurement of readiness other than a course -
- Audition -
- UC/CSU equivalent -
- Research - A research plan has been devised in consultation with the campus research office.
- Concurrent enrollment - The required skills are gained rapidly enough to allow students to be successful in a concurrent enrollment framework.

Indicate the Coastline course which is the requisite AND if applicable, the comparable Golden West and Orange Coast

Course # and Title: --Please Select College--

Min Grade: []

Comment or Non Course requirement: []

In addition to selecting one or more of the checkboxes above, justification for the requisite should be indicated here

And/Or: []

Buttons: Add, Cancel

You have no defined requisites.

Requisites are the skills or knowledge that students typically must have in order to be successful in a class. This is usually indicated by a Prerequisite course (a course that must be successfully completed before a student may attempt this course) or a Corequisite (a

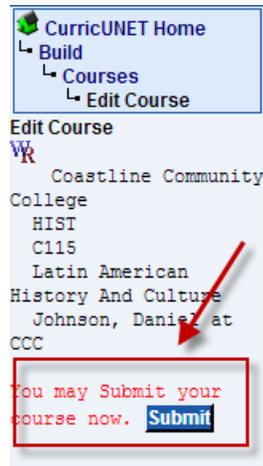
Please be aware that Prerequisites or Corequisites may only be established if "they are determined to be necessary, appropriate, and non-discriminatory, or required by regulation or statute." (California Community Colleges Chancellor's Office, *Program and Course Approval Handbook*, 4th ed., pg. 53) In many cases the Requisite must be validated through a statistical or content review which demonstrates that students are highly unlikely to be successful in the course unless they have the requisite knowledge or skills.

Launching the New Course

Course Checklist	
Main	
<input checked="" type="checkbox"/>	Cover
<input checked="" type="checkbox"/>	List of Changes
<input checked="" type="checkbox"/>	Units/Hours
<input checked="" type="checkbox"/>	Repeatability
<input checked="" type="checkbox"/>	Grading Policy
<input checked="" type="checkbox"/>	Degree/Transfer
<input checked="" type="checkbox"/>	Proposed Placement
<input checked="" type="checkbox"/>	Course Objectives
Student Learning Outcomes	
<input checked="" type="checkbox"/>	Institutional Level
<input checked="" type="checkbox"/>	Program Level
<input checked="" type="checkbox"/>	Course Level
<input checked="" type="checkbox"/>	Course Content
<input checked="" type="checkbox"/>	Lab Content
<input checked="" type="checkbox"/>	Methods of Instruction
<input checked="" type="checkbox"/>	Instructional Techniques
<input checked="" type="checkbox"/>	Course Assignments
<input checked="" type="checkbox"/>	Methods of Student Evaluation
<input type="checkbox"/>	Material Fees
<input checked="" type="checkbox"/>	Distance Ed
<input checked="" type="checkbox"/>	Instructor-Student Contact
<input checked="" type="checkbox"/>	Texts, Readings, and Resources
<input checked="" type="checkbox"/>	Requisites
<input checked="" type="checkbox"/>	Library
<input checked="" type="checkbox"/>	Attached Files

Once all items on the Course Checklist have been finished, the course is ready to be launched into the approval process. Please keep in mind that once a course has been launched you will not be able to make any changes, unless the approvers send the course back to you for edits.

When the checklist is complete, this option will appear:



CurricUNET Home
└ Build
└ Courses
└ Edit Course

Edit Course
WR
Coastline Community
College
HIST
C115
Latin American
History And Culture
Johnson, Daniel at
CCC

You may Submit your course now. [Submit](#)

Click [Submit](#) to launch the course. Please see "Course and Program Approvals" for information on the Approval process.