# CurricUNET Quick Start Guide for *Course Deletions*

For assistance during this process, contact your division curriculum representative.
Your rep can either help you, or will contact someone who can.

CurricUNET site:  www.curricunet.com/fullerton

## Creating the Proposal

1.  Enter your **LOGIN** information (case sensitive):
    - Username is _____ (first initial+last name unless changed)
    - Password is _____ (changeme, unless you changed it)
    - Click on **OK**.

2.  Left-hand column, under **"Create/Edit Proposal"**
    - Click **"Course Proposals"**
    - Click **"Course Search"**
    - Click **"Active"** and select your **"Discipline"** from drop-down menu and click **"OK"** to pull up existing "**Active**" file.
    - **Click on** 📋 to copy the current active file.
    - From the *"Proposal type"* drop-down menu, select "**Course Deletion**"
    - In the *"Justification"* box, enter an explanation for why the course is being deleted.  If this course is being replaced by a new course, note the new course number.
    - Click "**OK**."

3.  Click on **"Add a Co-Contributor"**
    - Select any Faculty co-author/Department Coordinator/Chair **AND** your Curriculum Division Rep.
    - Under "**Screen Rights**" on the left side, click "**Check All**", unless you want to limit access to specific sections using checkboxes, and click "**Add**."
    - Repeat for additional co-contributors.

4.  Under **Course Checklist** (column on the right side), click "**Basic Course Information"**
    - Fill in **Proposed Start** (effective date of deletion) – check with your division rep for appropriate date
    - Click "**Finish**"

5.  **Pre-launch updates -** To return to your proposal before pre-launch to make changes:
    - Log into CurricUNET www.curricunet.com/fullerton
    - Under "**Create/Edit Proposals**" section click on "**Course Proposals**"
    - Your proposal will be in black font and marked **\*Pending\***
    - Click the pencil icon 🖊 to open the proposal

## Auditing and Pre-Launching

6.  For a Course Deletion, once you "Finish" the Basic Course Information screen, an "**AUDIT"** button will appear on the left side of the screen.  But **WAIT!** Complete Steps 7 and 8 first:

7.  Is this course being deleted because a new course will replace it?  If so:
    - Include a statement in Justification for Proposal like: "This course will be replaced by MATH 212 F."
    - Be sure that this course deletion and the new course are being processed simultaneously with the same effective date.

8. Check the $G_I$ (course impact) report (left side of screen).
   ➢ **COURSES** that appear on the $G_I$ report have this course as a prerequisite, corequisite, or advisory. These courses will need to be revised simultaneously with this deletion to remove or revise the requisite.
   ➢ **PROGRAMS** that appear on the $G_I$ report include this course, and will need to be updated simultaneously with this deletion to reflect the change(s). If any impacted programs are outside of your division, ask your division rep to notify the impacted division.

9. Once all course and program impacts have been addressed, click **AUDIT**, and the box shown below left will appear.

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|---|---|
| **Your proposal is complete and the audit was successful.** Now follow the link to "My Approvals", select "Originator" role, and approve the pre-launch. Approving the pre-launch step, will notify the next positions/steps. <br><br> My Approvals <br><br> **Follow steps above right to pre-launch the proposal** ↗ | 1. Click **My Approvals** <br> 2. Select Role "Faculty Originator" and click "**Next**" <br> 3. Click "**Action**" <br> 4. Select "**Pre-launch**" from the drop-down <br> 5. Click "**Save**" <br> 6. Your course is now pre-launched and in the approval process. |

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> ## After Pre-Launch:  Following your Proposal through the Review and Approval Process

**To check on your proposal (status and reviewer comments):**
- Log in to CurricUNET
- Click on "**My Proposals**"
- Click "**Check Status**" to access reviewers' comments and list of approval steps.

**To make changes to your proposal:**
- Follow the above steps to access your proposal
- Then click the pencil icon 🖊 to re-open the proposal and make changes
- You will only be able to enter changes until "**Launch**" (Level 4).  After launch, you will need to contact your division representative if changes are needed.  The proposal will need to be returned to Level 4 where you can make the changes.

**Required Action Steps for Faculty Originator:**
- You will receive an e-mail from *System@governet.net* when you need to take action.
- Before taking action, you must first check all reviewer comments since your last approval (see "**To check on your proposal**" above), and make the recommended changes.
- Any recommendation made by a reviewer needs to be either implemented, or a comment needs to be posted in CurricUNET explaining why it was not.
- **To take action**:
  o Then click on "**My Approvals**"
  o Select "**Faculty Originator**," and click **NEXT**
  o Click "**Action"**
  o Enter any comments in the text box.  This is optional unless changes were recommended that you chose not to implement.  In that case, you must enter an explanation here.
  o Choose the appropriate selection from the drop-down, then click **Save**.

Recommendations made during the review process are not intended as criticism. The goal of the curriculum committee is to assist you in creating proposals that reflect the excellence of your program, comply with Title 5 requirements, and have the best opportunity to be supported at all levels of the approval process through the Board of Trustees and state approval.

**Level 2.5 Originator Changes**

First time - Check comments made at all the Level 2 steps and make changes.  Then take action (see above).

Second, third etc. time – If changes are recommended at Level 2.75 Articulation Officer, Level 2.76 Division Curriculum Representative, or Level 2.77 Division Dean, the proposal will be automatically returned to Level 2.5 and re-appear in your approval queue.  Check those comments to see what changes need to be made before you take action again.

**Level 2.85 Faculty Originator**

First time – Check comments made at Level 2.8 Tech Review Committee and make changes.  Then take action.

Second, third etc. time – The proposal will be automatically returned to Level 2.85 if recommendations are made at Level 2.9 Technical Review Chair.

**Level 4 Launch**

First time – Check comments made at Level 3 Cypress and SCE, and Level 3.5 Curriculum Chair.  Make changes if needed. After Launch, you will not be able to make changes to your proposal so be sure all reviewer recommendations have been addressed (either by making the change or explaining why not).  Then take action and Launch your proposal.

Second, third etc. time – The proposal will be automatically returned to Level 4 if changes are recommended at Level 5 by the Department Chair, Division Dean or Division Curriculum Representative.

And perhaps yet again – The proposal may also be sent back to Level 4 if changes are recommended at Level 6 Curriculum Committee.  The request to send the proposal back to Level 4 where you can make changes may be made by your division curriculum rep or the curriculum committee. You may also make the request by emailing Rachel Roschel (RRoschel@fullcoll.edu) if you see recommendations posted at Level 6 that you need to address.

Many of these returns for changes can be avoided by addressing all recommendations at each step before you take action.

If you have any questions or need help at any time during the process, contact your division curriculum representative.  Your rep can either help you, or will contact someone who can.