currIQunet

META

USER GUIDE

Table of Contents

Using META

An overview of searching and viewing courses and programs, as well as report and approval functions.

OVERVIEW

Curricunet META is the database for viewing active and historical courses and programs, and submitting and approving new and changed curriculum. There are four types of records in META:

- **Active:** the current/offered version of a course or program
- **In-Review:** a new or change proposal that is launched and in the curriculum workflow
- **Draft:** a new or change proposal that has not yet been "launched" into the workflow
- **Historical:** a prior version of a course or program

QUESTIONS

- **Curriculum:** contact your departments curriculum representative, the curriculum chair or vice chair
- **Articulation, Transferability, GE Credit:** contact the Articulation Officer
- **META Accounts/Tech Support:** contact the Curriculum Specialist
- **Contact Information:** visit the Curriculum Members page
- **Handbooks/Resources:** visit the Resources page

New META Users	Existing META Users	Forgot META Password?
• To request an account, email the Curriculum Specialist and include the discipline(s) you need access to • Your account set-up email will contain details on logging in and changing your password	• If you had an account in the original Curricunet, your log-in details and password have automatically transferred to META • If you need access to additional discipline(s), email the Curriculum Specialist	• If you forgot your password, click "Login", "Forgot your password?", enter your SMC email, and click "Reset Password" • You'll receive an email from META to change your password; it may be filtered into the spam folder.

SEARCHING COURSES AND PROGRAMS

- Upon log-in, the homepage lists all courses and their status (active, in-review, draft, and historical)
- To view programs, click "Curriculum" at the top of the page, then "Program"
- The list defaults to "My Proposals" (course and program proposals you've submitted.) To view all courses or programs, uncheck the "My Proposals" button and click "Search"
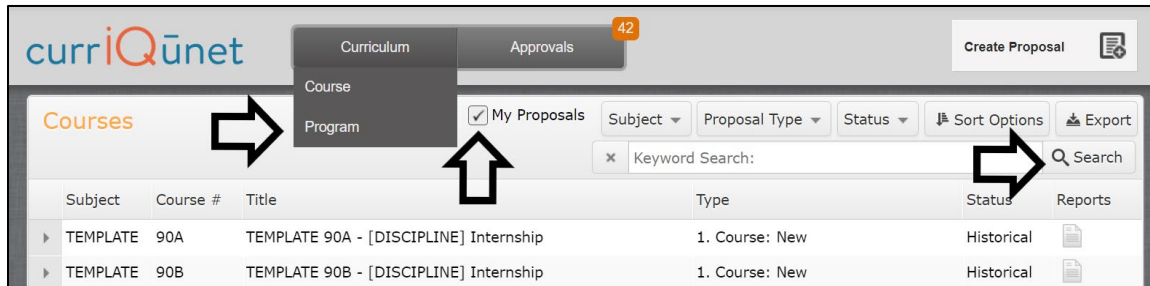
SEARCHING COURSES
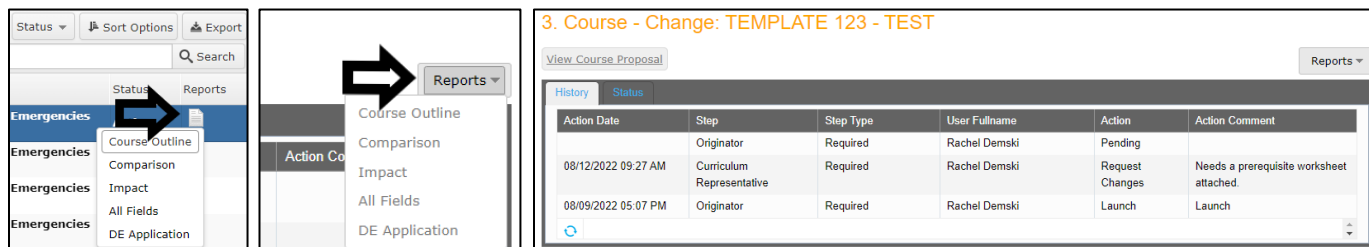
- To search for a course, use the search bar or filter menus by checking boxes, and click "Search"
  - Subject (Discipline Prefix)
  - Proposal Type (New, Change, DE, Global Citizenship, Deactivation)
  - Status (Active, Historical, In-Review, Draft)
  - Sort Options

SEARCHING PROGRAMS

- To search for a program, use the search bar or filter menus by checking boxes, and click "Search"
  - Organization (Department, Discipline)
  - Award Type (AA, AS, AA-T, AS-T, BS, Certificate of Achievement, Department Certificate, Noncredit Certificate of Competency, Noncredit Certificate of Completion)
  - Proposal Type (New, Change, Deactivation)
  - Status (Active, Historical, In-Review, Draft)
  - Sort Options

COURSE AND PROGRAM REPORTS

META contains reporting functions for courses and programs that can be accessed throughout the database. Reports can be accessed by clicking on the report icon 🗎 or the "Reports" button. Clicking the row of any course or program will also bring up the "Historical/Status" reports for that specific record.

COURSE REPORTS

- **Course Outline:** the course outline of record (COR)
- **Comparison:** highlights changes between records; "old" version on left; "new" version on right
- **Impact:** shows curriculum the course is "attached" to – requisites, cross-listings, programs
- **All Fields:** displays every field and detail in the entire course proposal
- **DE Application:** displays the details of the distance education application

PROGRAM REPORTS

- **Comparison:** highlights changes between records; "old" version on left; "new" version on right
- **All Fields:** displays every field and detail in the entire program proposal
- **Program Narrative:** the program overview report, showing the title, description, PLOs, and courses
- **Program Summary:** the program overview report, showing the title, description, PLOs, and courses

HISTORY/STATUS REPORTS

- **History Tab:** shows who has approved the course so far and any comments
- **Status Tab:** shows the current workflow of the proposal and past or pending approvals
- **View Proposal:** shows the course or program proposal detail screen(s)
- **Reports:** includes a list of all reporting functions for the specific record

REVIEWING AND APPROVING PROPOSALS

If you'll be approving proposals in META, click the "Approvals" button to view the list of items on your queue. There is an orange box on the "Approvals" button, showing how many items are on your queue.

1. To take action on a proposal, click anywhere in the row for the proposal

2. "Approve" or "Request Changes" on a proposal by selecting the action from the drop-down menu, and click "OK"
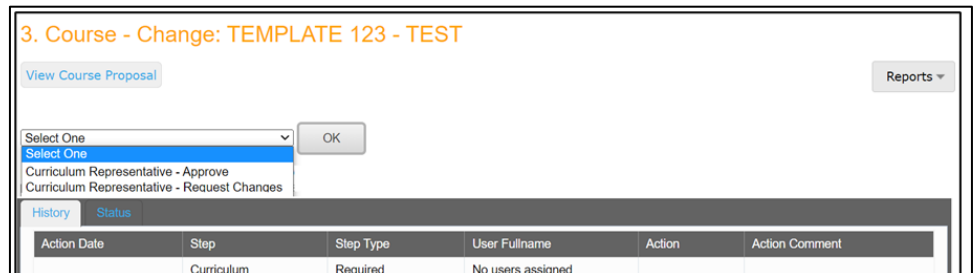
3. Leave any applicable comments (ex: specific changes requested), and click "Commit"
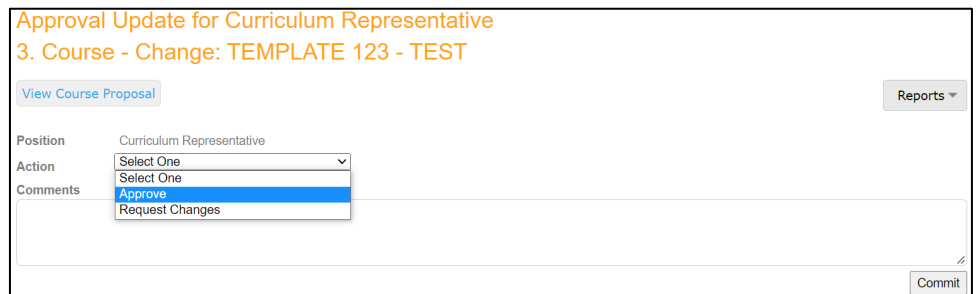
- *If approved, the proposal will move to the next step in the META Workflow.*

- *If changes are requested, the proposal will be returned to the originator to make changes. Once the originator has made changes and resubmits, the proposal will return to your queue for approval.*

   Curriculum Representatives: please refer to Appendix A: Course Proposal Requirements and/or Appendix B: Program Proposal Requirements when reviewing proposals for approval.

MAKING CHANGES TO A PROPOSAL IN-REVIEW

If you submit a proposal and changes are requested, the proposal will be returned to you to make revisions. Once changes are submitted, the proposal will return to the step where it was sent back. *(Ex: if Tech Review requests changes, once changes are made, the proposal will return to Tech Review)*

Once you've been notified, log-in to META, and click the "Approvals" button. You should see your proposal listed in red, click the row to open the proposal details

"History" shows comments on the revisions requested. Click "View Course Proposal" to open the proposal and make the changes.

Once changes are made and saved, return to the approval queue, click the course row again, select "Changes Made" and click "Commit"

CREDIT VS. NONCREDIT

- **Credit**
  - All courses which the college offers for a fee
  - Must meet Title V requirements for credit courses
  - May or may not be degree applicable

- **Noncredit**
  - Available to members of the community, free of charge
  - Do not count toward the completion of a credit certificate or degree
  - Follows the same curriculum approval process for credit courses

PROPOSAL TYPES

- **New or Reinstatement** proposing a new course or reinstatement of a course previously deactivated
- **Changes to an Existing Course:** proposing changes/modifications to an active course
- **Distance Education (DE):** proposing an active course for online/hybrid modality
- **Global Citizenship (GC):** proposing an existing course for Global Citizenship GE credit (SMC GE)
- **Deactivation:** Deactivating an active course

NEW OR REINSTATED COURSE

Proposing a new course or the reinstatement of a course that was previously deactivated

IMPORTANT DOCUMENTS TO REVIEW

- Title V §55002 Standards and Criteria for Courses and Classes
- The Course Outline of Record: A Curriculum Guide Revisited (ASCCC)
- Blooms Taxonomy
- Minimum Qualifications Handbook
- Program Course and Approval Handbook (PCAH)
- TOP Code Manual
- SAM Code Dictionary
- Course Repeatability Rules
- Requisites and Advisories

NEW COURSE APPROVAL WORKFLOW

Enter/launch new/reinstated course in META

⬇

Curriculum Representative Approval

⬇

Department Chair/Vote

⬇

Librarian Approval

⬇

Articulation Officer Approval

⬇

Tech Review Approval

⬇

Curriculum Committee Approval

⬇

Academic Senate Approval

⬇

Board of Trustees Approval

⬇

UC/Cal-GETC Approval, if applicable

⬇

Chancellor's Office Approval

⬇

Course entered in WebISIS for the annual catalog and scheduling

All new courses must appear in the annual catalog prior to being offered.

ENTERING A NEW COURSE IN META

For a detailed list of requirements and guidelines, see Appendix A: Course Proposal Requirements

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Click Create Proposal

Select Proposal Type:

1. Course – New
Use 2. Course – Reinstate to reactivate a deactivated course.

Click Next

currIQūnet | Curriculum | Approvals 63 | Create Proposal

Create Proposal

This page allows you to initiate a draft proposal.

Once completed, the proposal can be submitted (or launched) for review. 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 Proposal Requirements
3. Review and Submit

Proposal Type

1. Course - New

Previous | Next | Create Proposal

Enter the course details:
- Subject (Discipline)
- Course Number
- Course Title
- Course Description

Click Next

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

Proposal Requirements

1. Course - New
Fill out all of the fields below.

Subject*

Course Number*

Course Title*

Description

Previous | Next | Create Proposal

Verify all information is correct

Click Create Proposal

1. Select Proposal Type
2. Complete Proposal 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.

1. Course - New
Subject: (TEMPLATE) Template
Course Number: 1
Course Title: META Test Course
Description: This is a test course.

If this is correct, press Create Proposal.

Previous | Create Proposal

Enter the new course proposal in META

Once the proposal is **complete,** click **Launch**

Status: Draft | Remaining Launch Requirements: 0 | Launch

Proposal Resources

Cover | 12/12

CHANGES TO AN EXISTING COURSE

Proposing any change to an existing course (substantial or non-substantial)

SUBSTANTIAL VS. NON-SUBSTANTIAL CHANGES

- Is there any change in units and/or hours?
- Is there a change in the discipline prefix, course number, or course name?
- Is there a change (including adding or removing) to prerequisite(s), corequisite(s), and/or advisories?
- Is there a change to the TOP code or SAM code?
- Is there a significant change to the objectives, outcomes, content, presentation, or evaluation?

If the answer is yes to any of the above, the change is substantial.

COURSE CHANGE APPROVAL WORKFLOW

Enter/launch course changes in META

⬇

Curriculum Representative Approval

⬇

Departmant Chair/Vote

⬇

Tech Review Approval

⬇

Curriculum Committee Approval

⬇

Academic Senate Approval

⬇

Board of Trustees Approval

⬇

UC/Cal-GETC Approval, if applicable

⬇

Chancellor's Office Approval

⬇

Changes entered in WebISIS for the annual catalog and scheduling

Changes to courses must appear in the annual catalog prior to being offered.

ENTERING CHANGES TO AN EXISTING COURSE IN META

For a detailed list of requirements and guidelines, see Appendix A: Course Proposal Requirements

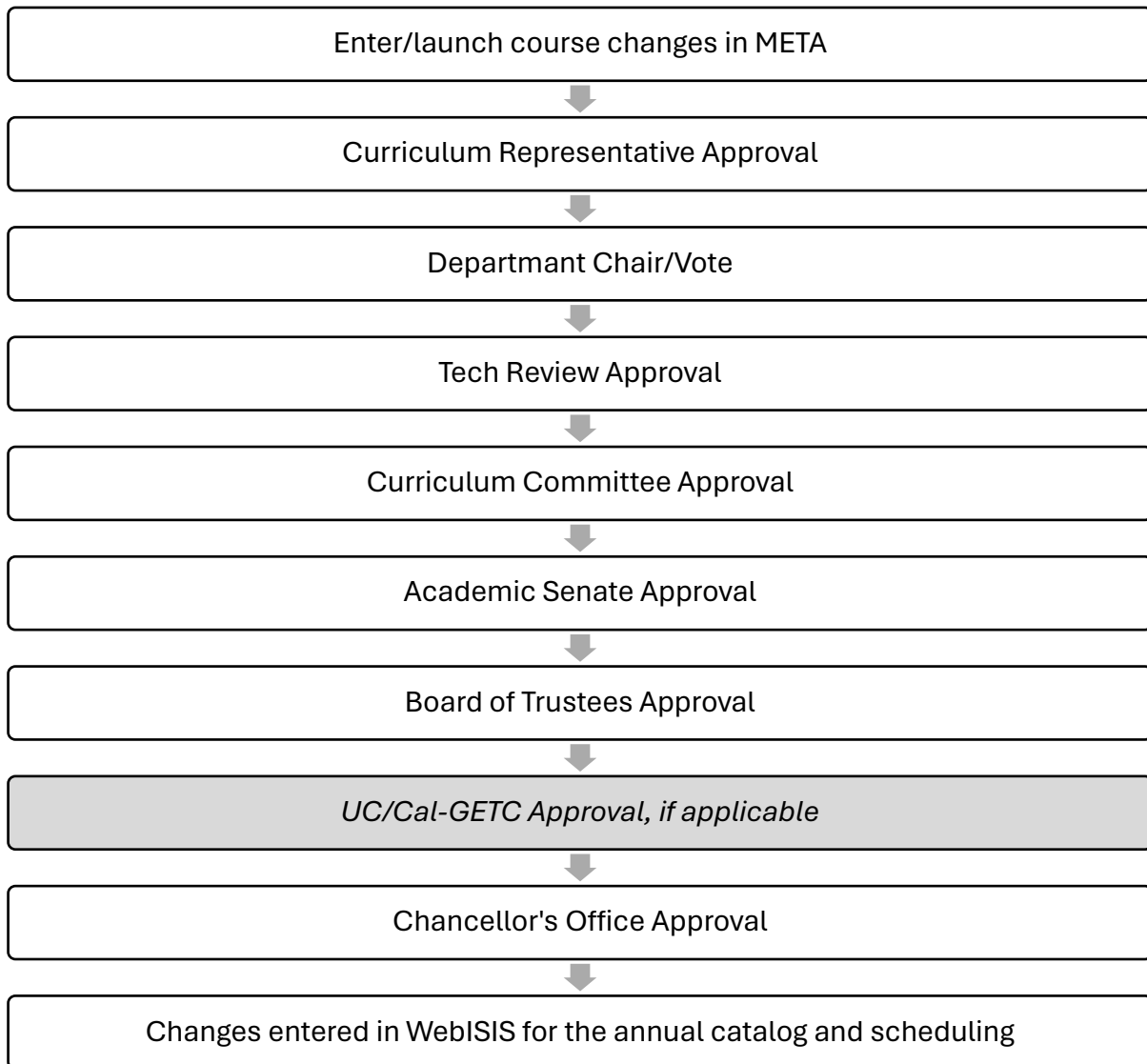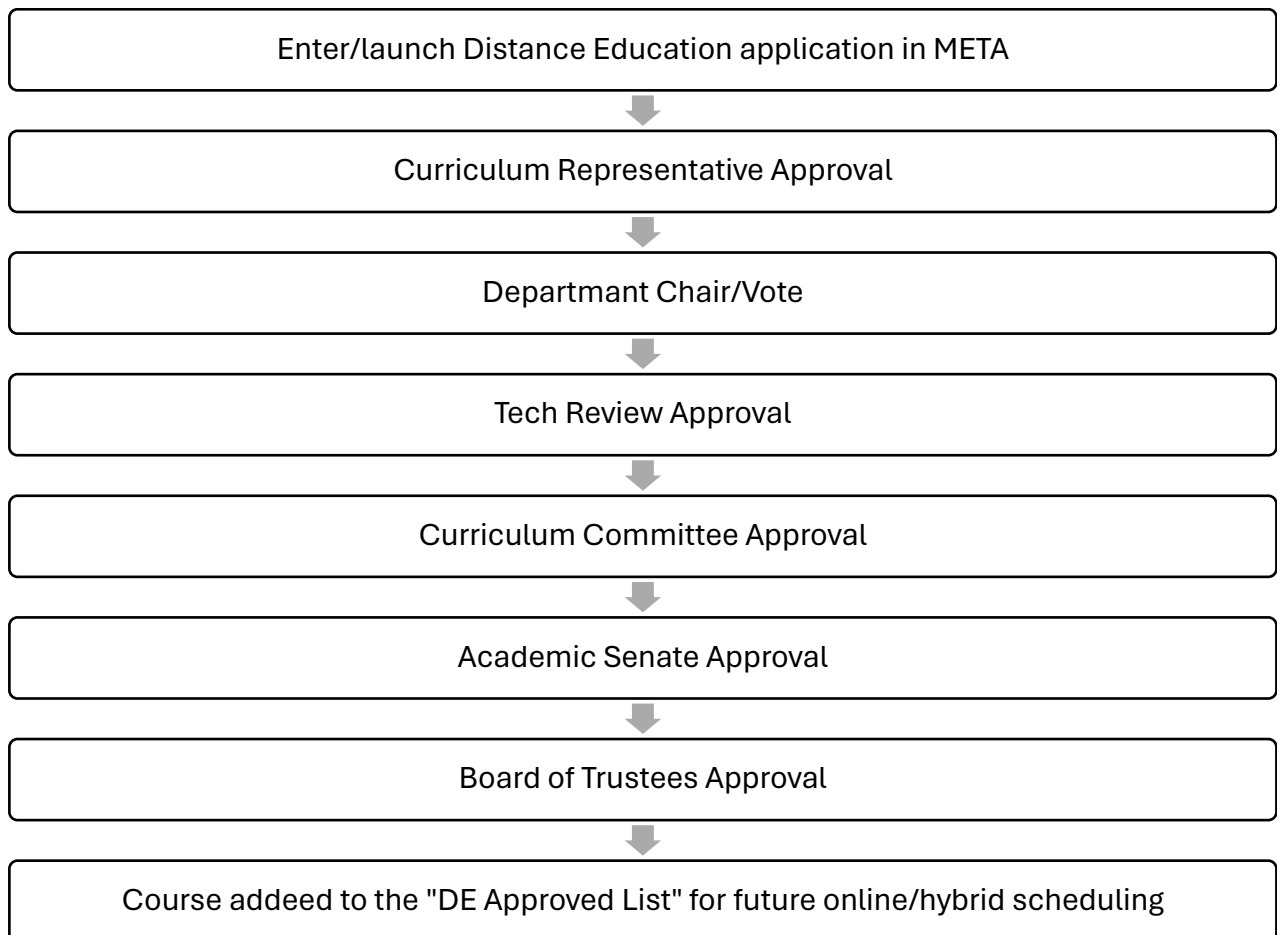|	
Click **Create Proposal** Select Proposal Type: **3. Course – Change** *If submitting SLO corrections only, as part of the CSLO/PLO mapping project, select "7. Course – SLO Corrections Only"* Click **Next**	**Create Proposal** This page allows you to initiate a draft proposal. Once completed, the proposal can be submitted (or launched) for review. 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 Proposal Requirements / 3. Review and Submit **Proposal Type** 3. Course - Change Previous / Next / Create Proposal
Enter **search details:** • Subject (Discipline) • Course Title/Number Click **Search** Click **the course name in the search box** (highlighted blue) Click **Next**	**Proposal Requirements** **3. Course - Change** Use "Find Proposal" to search the proposal you want to update. ☐ Reactivation Proposal **Subject** (TEMPLATE) Template **Course Title*** 123 Search **Course Search Results** TEMPLATE 123 - TEST Previous / Next
Verify all information is correct Click **Create Proposal**	**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. **3. Course - Change** Course: TEMPLATE 123 - TEST If this is correct, press Create Proposal. Previous / Next / Create Proposal
Enter the proposed course changes in META Once the proposal is **complete,** click **Launch**	Status: Draft Remaining Launch Requirements: 0 Launch Proposal Resources Cover 12/12

DISTANCE EDUCATION (DE)

Proposing an existing course for approval to be offered Fully Online and/or in a Hybrid format, or converting a course approved for Emergency DE Only (EDE or AODECO) to Fully Online and/or Hybrid.

DISTANCE EDUCATION APPLICATION GUIDELINES

- To open the DE application in META, click the "Cover", scroll to the bottom, select "Yes" for "Proposed for Distance Education", and click "Save"
- Fill out the DE application and check the boxes for Quality Assurance and Additional Considerations
- Software should use descriptions rather than specific brand names: ex: instead of "Canvas", use "Learning Management System" or "LMS"; instead of "Zoom", use "videoconferencing software"
- Instructor's Technical Qualifications cannot require training and/or certification(s)
- The course must be updated if it has been more than two years since the last update
- Refer to the Distance Education page for more information, including the DE Approved Course List

DISTANCE EDUCATION APPROVAL WORKFLOW

Enter/launch Distance Education application in META

⬇

Curriculum Representative Approval

⬇

Departmant Chair/Vote

⬇

Tech Review Approval

⬇

Curriculum Committee Approval

⬇

Academic Senate Approval

⬇

Board of Trustees Approval

⬇

Course addeed to the "DE Approved List" for future online/hybrid scheduling

Courses must be approved for DE by the Board of Trustees prior to being offered online/hybrid.

ENTERING A DISTANCE EDUCATION APPLICATION FOR AN EXISTING COURSE IN META

For a detailed list of requirements and guidelines, see Appendix A: Course Proposal Requirements

Click **Create Proposal** Select Proposal Type: **4. Course – Distance Ed (DE)** Click **Next**	**currIQūnet** Curriculum Approvals (63) Create Proposal Create Proposal This page allows you to initiate a draft proposal. Once completed, the proposal can be submitted (or launched) for review. 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 Proposal Requirements 3. Review and Submit Proposal Type 4. Course - Distance Education (DE) Previous Next Create Proposal
Enter **search details:** • Subject (Discipline) • Course Title/Number Click **Search** Click **the course name in the search box** (highlighted blue) Click **Next**	1. Select Proposal Type 2. Complete Proposal Requirements 3. Review and Submit Proposal Requirements 4. Course - Distance Education (DE) Use "Find Proposal" to search the proposal you want to update. ☐ Reactivation Proposal Subject (TEMPLATE) Template Course Title* 123 Search Course Search Results TEMPLATE 123 - TEST Previous Next
Verify all information is correct Click **Create Proposal**	1. Select Proposal Type 2. Complete Proposal 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. 4. Course - Distance Education (DE) Course: TEMPLATE 123 - TEST If this is correct, press Create Proposal. Previous Create Proposal
Enter the DE Application in META, click **Save** Once the proposal is **complete,** click **Launch**	Status: Draft Remaining Launch Requirements: 0 Launch Proposal Resources Cover 12/12

GLOBAL CITIZENSHIP (GC)

Proposing an existing course to fulfill the SMC Global Citizenship graduation requirement.

GLOBAL CITIZENSHIP APPLICATION GUIDELINES

- To open the Global Citizenship application in META, click the "Cover", scroll to the bottom, select "Yes" for "Proposed for Global Citizenship", and click "Save"
- Select the category the course is being proposed for, check off the criteria, and complete all fields
- Enter the department vote for Global Citizenship at the bottom of the application
- The course must be updated as well if it has been more than two years since the last update
- The course must be updated if it has been more than two years since the last update
- Refer to the Global Citizenship page for more information, including the GC Approved Course List

GLOBAL CITIZENSHIP APPROVAL WORKFLOW

Enter/launch Global Citizenship application in META

⬇

Curriculum Representative Approval

⬇

Departmant Chair/Vote

⬇

Tech Review Approval

⬇

Curriculum Committee Approval

⬇

Academic Senate Approval

⬇

Board of Trustees Approval

⬇

Global Citizenship credit entered into WebISIS

ENTERING A GLOBAL CITIZENSHIP APPLICATION FOR AN EXISTING COURSE IN META

For a detailed list of requirements and guidelines, see Appendix A: Course Proposal Requirements

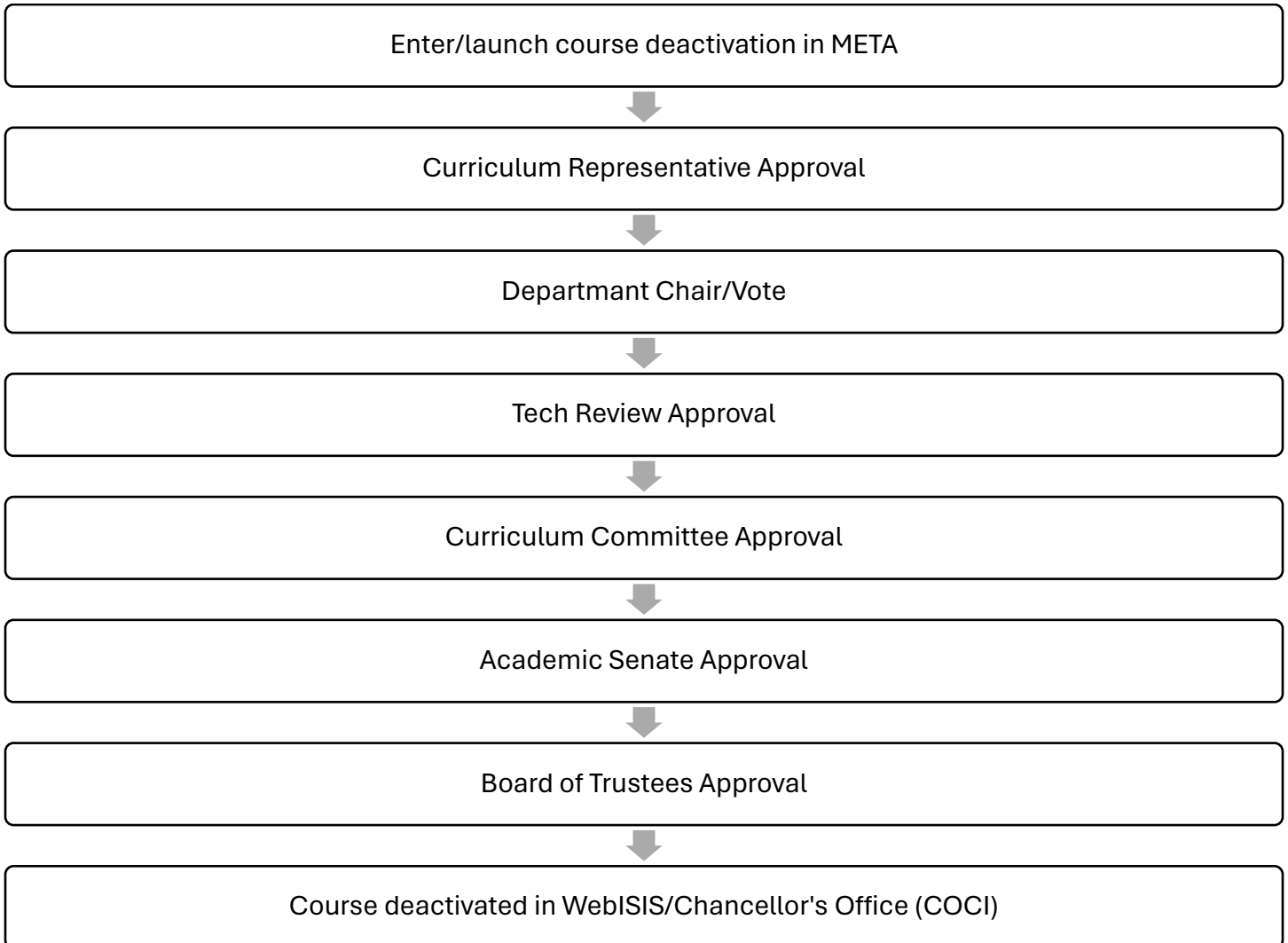|	
Click **Create Proposal** Select Proposal Type **5. Course – Global Citizenship** Click **Next**	currIQūnet — Curriculum — Approvals 63 — Create Proposal **Create Proposal** This page allows you to initiate a draft proposal. Once completed, the proposal can be submitted (or launched) for review. While 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 Proposal Requirements 3. Review and Submit Proposal Type 5. Course - Global Citizenship Previous — Next — Create Proposal
Enter **search details:** • Subject (Discipline) • Course Title/Number Click **Search** Click **the course name in the search box** (highlighted blue) Click **Next**	1. Select Proposal Type 2. Complete Proposal Requirements 3. Review and Submit **Proposal Requirements** 5. Course - Global Citizenship Use "Find Proposal" to search the proposal you want to update. ☐ Reactivation Proposal Subject (TEMPLATE) Template Course Title* 123 Search Course Search Results TEMPLATE 123 - TEST Previous — Next — Create Proposal
Verify all information is correct Click **Create Proposal**	1. Select Proposal Type 2. Complete Proposal 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. 5. Course - Global Citizenship Course: TEMPLATE 123 - TEST If this is correct, press Create Proposal. Previous — Create Proposal
Enter the GC Application in META, click Save Once the proposal is **complete,** click **Launch**	Status: Draft — Remaining Launch Requirements: 0 — Launch Proposal Resources Cover 12/12

COURSE DEACTIVATION

Deactivating an active course

COURSE DEACTIVATION GUIDELINES

- Courses not offered consistently (at least once every 2 years), should be considered for deactivation
- Deactivation is not permanent – if a course is deactivated, but later the department would like to offer the course again, it can go through the Course Reinstatement process (same as new course)

COURSE DEACTIVATION APPROVAL WORKFLOW

Enter/launch course deactivation in META

⬇

Curriculum Representative Approval

⬇

Departmant Chair/Vote

⬇

Tech Review Approval

⬇

Curriculum Committee Approval

⬇

Academic Senate Approval

⬇

Board of Trustees Approval

⬇

Course deactivated in WebISIS/Chancellor's Office (COCI)

Click **Create Proposal** Select Proposal Type **6. Course – Deactivation** Click **Next**	
Enter **search details:** • Subject (Discipline) • Course Title/Number Click **Search** Click **the course name in the search box** (highlighted blue) Click **Next**	
Verify all information is correct Click **Create Proposal**	
Enter the Rationale (Cover) *(brief reason for deactivation)* Once the proposal is **complete,** click **Launch**	

DEGREE & CERTIFICATE TYPES

- **Associate Degrees (AA/AS)**
  - Minimum 60 units; minimum 18 units in major/area of emphasis
  - Local or Career Education Goals
  - Can use local GE pattern
  - Chancellor's Office approved and transcripted

- **Associate Degrees for Transfer (ADT) (AA-T/AS-T)**
  - Minimum/maximum 60 units; minimum 18 units in major/area of emphasis
  - Must follow Transfer Model Curriculum (TMC)
  - General Education limited to Cal-GETC
  - Chancellor's Office approved and transcripted

- **Certificate of Achievement**
  - 16+ units must be submitted to Chancellor's Office; 8-15.5 units can be (recommended)
  - Local or Career Education Goals
  - Chancellor's Office approved, transcripted, and financial aid eligible

- **Department Certificate**
  - Not to be confused with "local" degrees/certificates
  - Under 16 units; if 8-15.5 units, highly recommended to be a Certificate of Achievement
  - Not Chancellor's Office approved, not transcripted, not eligible for financial aid

- **Noncredit Certificate of Competency**
  - Sequence of 2+ noncredit courses coded ESL or Elementary & Secondary Basic Skills

- **Noncredit Certificate of Completion**
  - Sequence of 2+ noncredit courses coded Short-term Vocational or Workforce Preparation

PROPOSAL TYPES

- **New or Reinstatement:** proposing a new degree and/or certificate
- **Change an Existing Program:** proposing changes/modifications to an active degree/certificate
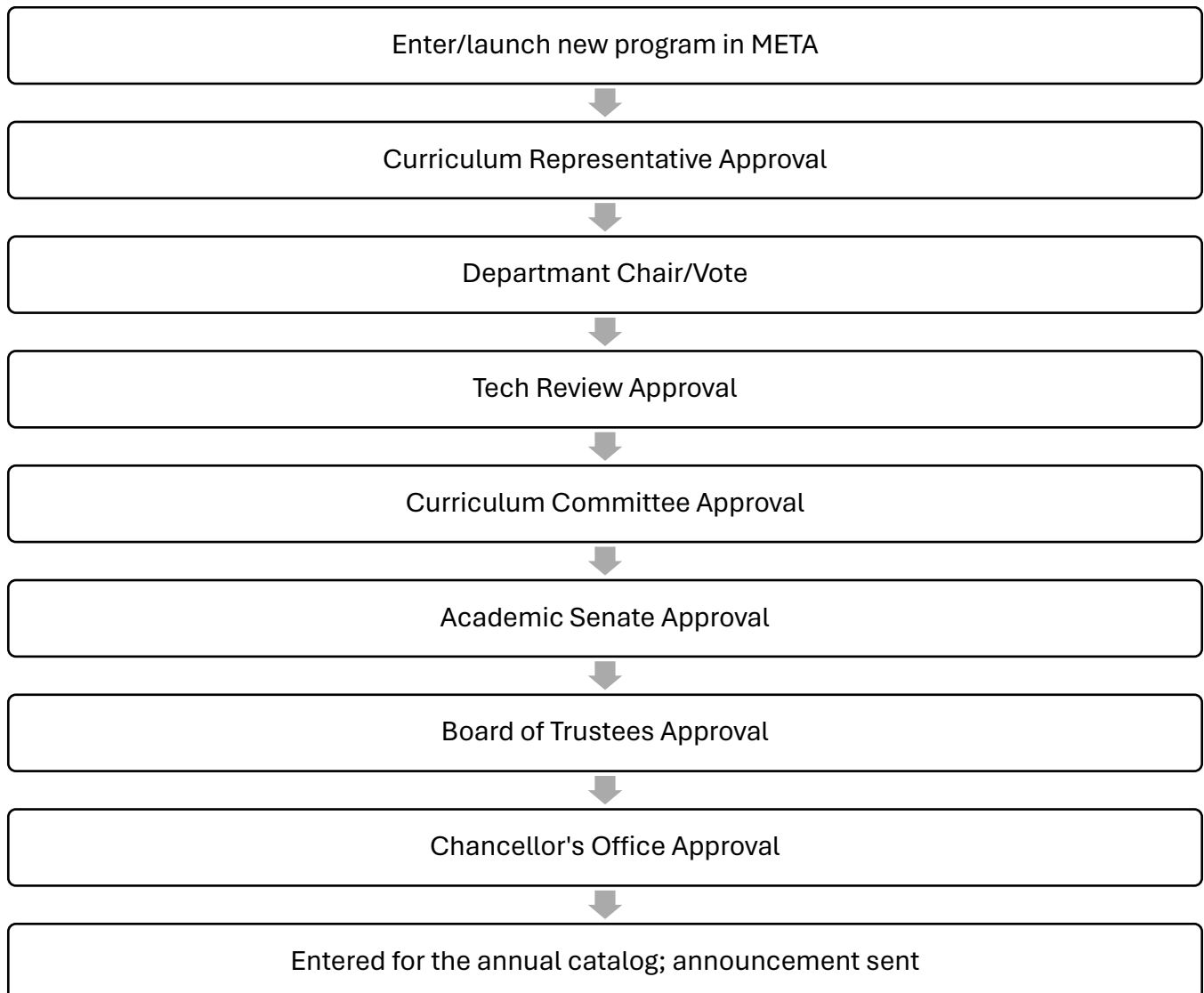- **Deactivation:** deactivating an active program

NEW PROGRAM

Proposing a new degree and/or certificate (credit or noncredit)

IMPORTANT DOCUMENTS TO REVIEW

- Program Course and Approval Handbook (PCAH)
- TOP Code Manual
- Areas of Interest
- Transfer Model Curriculum (TMC) for ADTs
- Instructions for Development of Credit CE Degrees or Certificates

NEW PROGRAM APPROVAL WORKFLOW

Enter/launch new program in META

⬇

Curriculum Representative Approval

⬇

Departmant Chair/Vote

⬇

Tech Review Approval

⬇

Curriculum Committee Approval

⬇

Academic Senate Approval

⬇

Board of Trustees Approval

⬇

Chancellor's Office Approval

⬇

Entered for the annual catalog; announcement sent

All new degrees and certificates must appear in the annual catalog prior to being offered.

ENTERING A NEW PROGRAM IN META

For a detailed list of requirements and guidelines, see Appendix B: Program Proposal Requirements

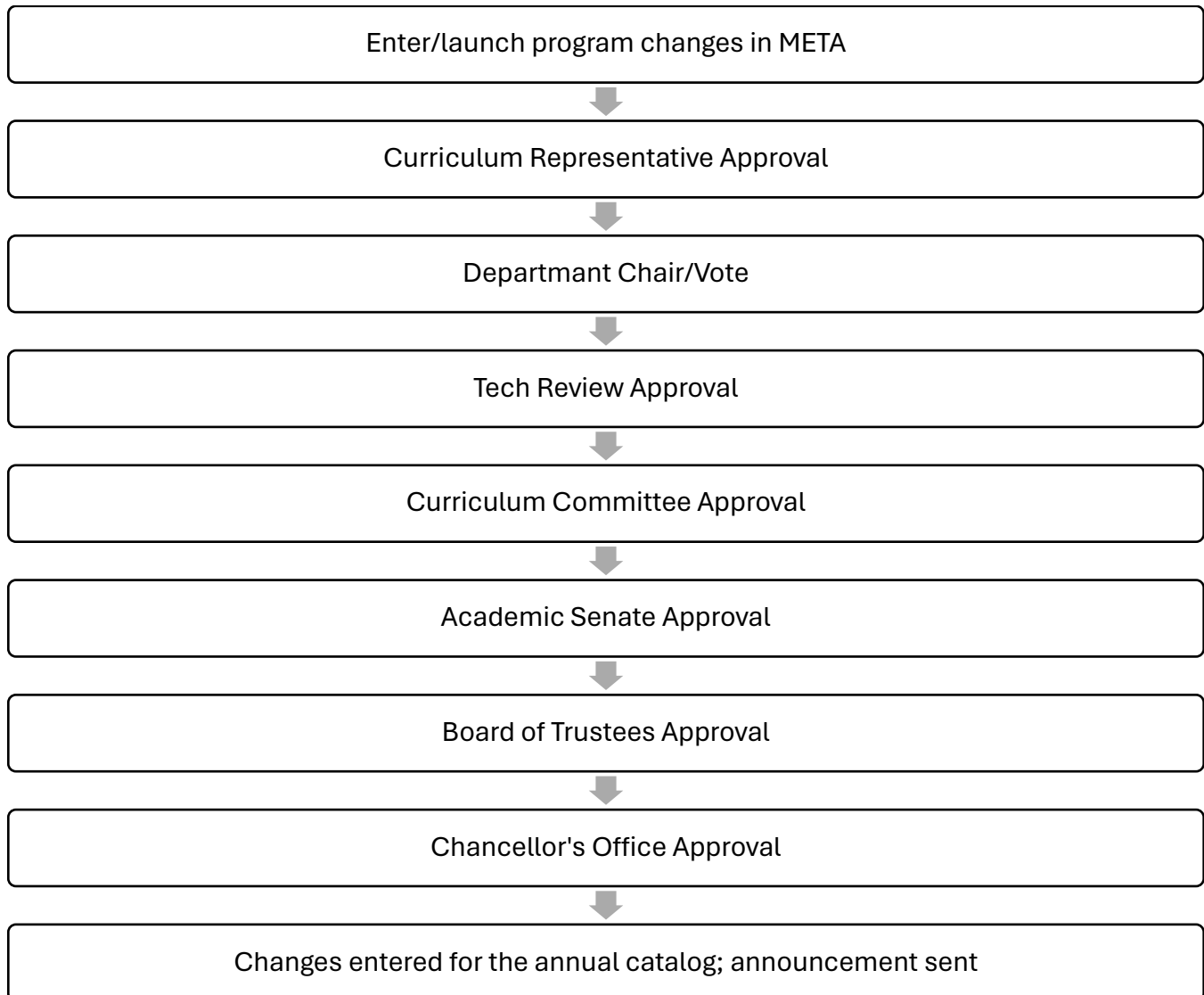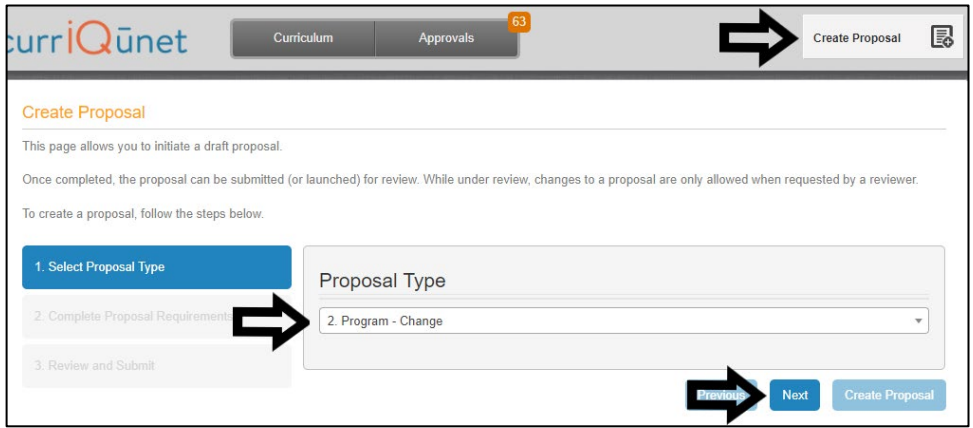|	
Click **Create Proposal** Select Proposal Type **1. Program – New Degree/Certificate** Click **Next**	currIQūnet — Curriculum — Approvals (63) — Create Proposal **Create Proposal** This page allows you to initiate a draft proposal. Once completed, the proposal can be submitted (or launched) for review. 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 Proposal Requirements / 3. Review and Submit **Proposal Type** 1. Program - New Degree/Certificate Previous — Next — Create Proposal
Enter **program details:** • Department • Discipline • Award Type • Program Title Click **Next**	1. Select Proposal Type / 2. Complete Proposal Requirements / 3. Review and Submit **Proposal Requirements** **1. Program - New Degree/Certificate** Fill out all of the fields below. Department* Discipline* Award Type* Select an award type Program Title* Previous — Next — Proposal
Verify all information is correct Click **Create Proposal**	1. Select Proposal Type / 2. Complete Proposal 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. **1. Program - New Degree/Certificate** **Program Title:** TEST **Award Type:** Associate in Arts (AA) / Certificate of Achievement If this is correct, press Create Proposal. Previous — Create Proposal
Enter the proposal in META Once the proposal is **complete**, click **Launch**	Status: Draft — Remaining Launch Requirements: 0 — Launch Proposal Resources Cover — 12/12

CHANGES TO AN EXISTING PROGRAM

Proposing any change to an existing degree and/or certificate (substantial or non-substantial)

SUBSTANTIAL VS. NONSUBSTANTIAL CHANGES

- Is there a change in total major/required units?
- Is there a change in the required courses?
- Is there a change in award type? (ex: converting Department Certificate to Certificate of Achievement?)
- Is there a change in concentration options or elective groups?
- Is there a substantial change in program learning outcomes?

If the answer is yes to any of the above, the change is substantial.

PROGRAM CHANGE APPROVAL WORKFLOW

Enter/launch program changes in META

⬇

Curriculum Representative Approval

⬇

Departmant Chair/Vote

⬇

Tech Review Approval

⬇

Curriculum Committee Approval

⬇

Academic Senate Approval

⬇

Board of Trustees Approval

⬇

Chancellor's Office Approval

⬇

Changes entered for the annual catalog; announcement sent

Changes to degrees and certificates must appear in the annual catalog prior to being offered.

For a detailed list of requirements and guidelines, see Appendix B: Program Proposal Requirements

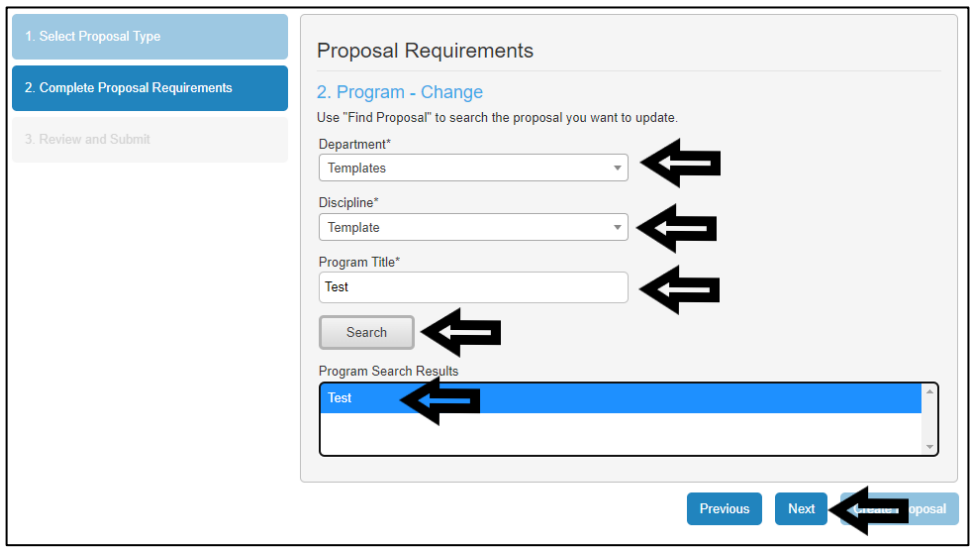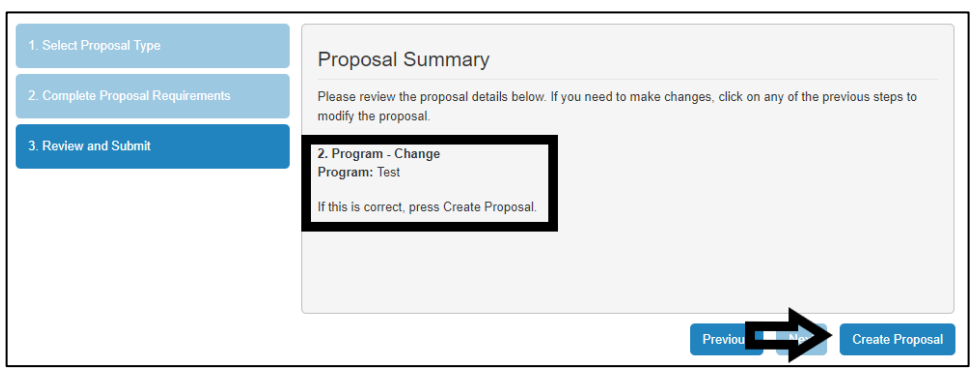|	
Click **Create Proposal** Select Proposal Type **1. Program – Change** *If mapping CSLO to PLOs only, as part of the CSLO/PLO mapping project, select "4. Program – CSLO/PLO Mapping Only"* Click **Next**	
Enter **search details:** • Department • Discipline • Program Title Click **Search** Click the **name in the search box** (highlighted blue) Click **Next**	
Verify all information is correct Click **Create Proposal**	
Enter the changes in META Once the proposal is **complete**, click **Launch**	
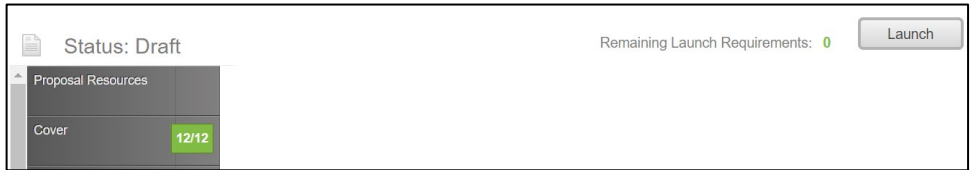
PROGRAM DEACTIVATION

Deactivating an active degree or certificate

PROGRAM DEACTIVATION APPROVAL WORKFLOW

Enter/Launch Program Deactivation in META

↓

Departmant Chair/Vote

↓

Tech Review Approval

↓

Curriculum Committee Approval

↓

Academic Senate Approval

↓

Board of Trustees Approval

↓

Chancellor's Office Approval

↓

Program deactivated in WebISIS/Chancellor's Office (COCI)

ENTERING A PROGRAM DEACTIVATION IN META

For a detailed list of requirements and guidelines, see Appendix B: Program Proposal Requirements

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Click **Create Proposal**

Select Proposal Type
3. Program - Deactivation

Click **Next**

Enter **search details:**
- Department
- Discipline
- Program Title

Click **Search**

Click the **name in the search box** (highlighted blue)

Click **Next**

Verify all information is correct

Click **Create Proposal**

Enter the Rationale (Cover)
(brief reason for deactivation)

Click **Save**

Click **Launch**

Appendix A: Course Proposal Requirements

COVER

- **Proposed Start Semester:** refer to [curriculum timelines](#) for proposed start dates.

- **Proposed TOP Code:** refer to the [TOP Code Manual](#). Codes with an asterisk * are "occupational." TOP codes should be closest to the course outcomes, not necessarily the discipline prefix.

- **Proposed SAM Code:** refer to the [SAM Code Dictionary](#). SAM codes must "match" TOP codes. If the TOP doesn't have an asterisk, the SAM is "Non-Occupational" If the TOP has an asterisk, the SAM is "Occupational." Please refer to SAM Code Dictionary for differences in the occupational codes.

- **Designation:** most courses are "Credit – Degree Applicable"; if unsure contact Academic Affairs.

- **Cross-Listed:** to cross-list, note in the Rationale the requested cross-listing prefix/course number.

- **Catalog Course Description:** description of the course that appears in the catalog/class schedule.

- **Course Notes to Print in Catalog:** additional notes to appear with course description in the catalog and class schedule. Ex: "This course uses Microsoft Word 2018."

- **Rationale:** reason for the creation or change to the course.

CO-CONTRIBUTOR

Add any faculty who will contribute to the proposal and your curriculum representative.

UNITS/HOURS

- **Hours and Units:** hour listings are weekly and should be entered based on an 18-week semester.
  Lecture: 1 weekly lecture hour = 1 unit
  Lab: 1 weekly lab hour = 0.33 units
  Arranged: 1 weekly arranged hour = 0.33 units

  SMC has a minimum unit of a half unit (0.5), rounded down, not up:
  Course A has 2 lecture hours (2 units), 1 lab hour (0.33 units) = 2.33 units, rounded down to 2
  Course B has 1 lecture hour (1 unit), 2 lecture hours (0.66 units) = 1.66 units, rounded down to 1.5

- **Grading Methods:** most credit courses are "Letter Grade or P/NP", noncredit has "Progress Indicator/No Progress Indicator" grading. If you are unsure, please contact Academic Affairs.

- **Is this course repeatable?:** in most cases "No"; if unsure, please contact Academic Affairs.

Appendix A: Course Proposal Requirements

PROGRAM IMPACT

Enter if the course will be added to any existing or forthcoming degrees and certificates.

TRANSFER/GE

If you would like your course to be transferrable to UC, and/or submitted for Cal-GETC credit, reach out to the Articulation Officer for guidance. The Articulation Officer will review this section in the workflow.

REQUISITES AND ADVISORIES

If the course has prerequisite(s), corequisite(s), and/or advisories, enter details, complete a separate worksheet for each requisite/advisory, and attach the form(s) in "Attached Files". If there are multiple requisites/advisories, specify if students must complete some or all, using the and/or drop-down menu.

STUDENT LEARNING OUTCOMES (SLO)

Each SLO needs to be in its own field and include a measurable verb; refer to Blooms Taxonomy.

COURSE OBJECTIVES

Each objective needs to be in its own field and begin with a measurable action verb.

ARRANGED HOURS OBJECTIVES

Only applicable if the course has arranged hours. Enter the objectives for the specific arranged hours.

COURSE CONTENT

The course content must total 100%; exams/reviews should not be included as content.

LAB CONTENT

Only applicable if the course has lab hours. The lab content must total 100%. If the course is all lab hours and the course content is completed, you can enter lab content as "100% course content."

METHODS OF PRESENTATION

At least one method must be selected; if "other" is selected, additional detail must be provided.

ARRANGED HOURS INSTRUCTIONAL ACTIVITIES

If the course has arranged hours, provide details of what the students will be using the arranged hours to work on. Make sure arranged hour activities are not otherwise lab work or homework assignments.

Appendix A: Course Proposal Requirements

METHODS OF EVALUATION

Methods of evaluation must total 100%. No single assessment should be worth more than 30% without additional detail (ex: "3-5 quizzes"). If "Class Participation" is a method, please note specific details on what participation entails (ex: "in-class activities"). Students cannot be graded on attendance.

APPROPRIATE TEXTS

Enter textbooks/materials that will be used in the course. At least one book should be published in the last seven years. If all books are classic texts that have not been updated, enter the rationale for using an older book, ex: "Classic text."

LIBRARY

Attach a list of recommendations for the library or check the box indicating the library already has adequate materials.

SAMPLE ASSIGNMENTS

There should be at least two sample assignments that accurately represent the level of rigor of the course. Assignments should be written as they will be presented directly to students (ex: "visit a museum", not "tell the students to visit a museum.")

MINIMUM QUALIFICATIONS

Refer to the Minimum Qualifications handbook for required minimum qualifications to teach the course.

DISTANCE EDUCATION APPLICATION

If submitting for Distance Education, fill out all fields and check the boxes for Quality Assurance and Additional Considerations. Software should use descriptions rather than specific brand names: instead of "Canvas", use "Learning Management System" or "LMS"; instead of "Zoom", use "Videoconferencing software." Instructor's Technical Qualifications cannot require training or certification.

GLOBAL CITIZENSHIP APPLICATION

If submitting for Global Citizenship, select the Global Citizenship category, check the criteria, and complete all fields. Enter the department vote for Global Citizenship at the bottom of the application.

ATTACHED FILES

If the course has any prerequisites, corequisites, and/or advisories, attach completed requisite/advisory worksheets. Each requisite and/or advisory must have a separate worksheet completed.

Appendix B: Program Proposal Requirements

COVER

- **Area of Interest:** select from the drop-down menu which Area of Interest the program will be under.

- **Program Title:** enter the name of the program; do not include the award type in this field.

- **Award Type:** select the award type from the drop-down menu.

- **Area of Interest:** select the Area of Interest for the program.

- **TOP Code:** refer to the [TOP Code Manual](#). If the code has an asterisk *, that designates the program as "occupational." The TOP code should be closest description to the outcomes of the program, not necessarily the department. Programs with an occupational TOP are considered Career Education. If the program has an LMI report, enter the same TOP that appears at the top of the first page of the LMI.

- **Catalog Description:** program description that will appear in the catalog and on the degree sheet.

- **Master Planning:** brief paragraph explaining how this program supports the College Mission, Strategic Initiatives, Master Plan for Education, and/or the Chancellor's Vision for Success.

- **Enrollment and Completer Projections** one to two sentences providing enrollment/completer estimates for the program – provide a specific number of students. (ex: "30 students annually")

- **Place of Program in Curriculum/Similar Programs:** list any related or similar programs offered by the college (if applicable – if not, notate that there are no related programs at this time.)

- **Similar Programs at Other Colleges in Service Area:** list similar programs in our region – a list of colleges in our region is available at the [Los Angeles Regional Consortium](#) (LARC) website.

- **Justification for Proposal:** reason for the creation or change to the program.

- **Career Opportunities (Optional):** for CE programs – enter career opportunities students will have.

- **Additional Information (Optional):** any additional information that you would like to include.

- **Contributor:** add any faculty who will contribute to the proposal and your curriculum representative.

PROGRAM OUTCOMES (PLO)

PLOs should be listed in separate fields and use measurable verbs. Map applicable SLOs to the PLOs.
(Courses must be added to the "Program Requirements" section in order to map the SLOs to the PLOs.)

Appendix B: Program Proposal Requirements
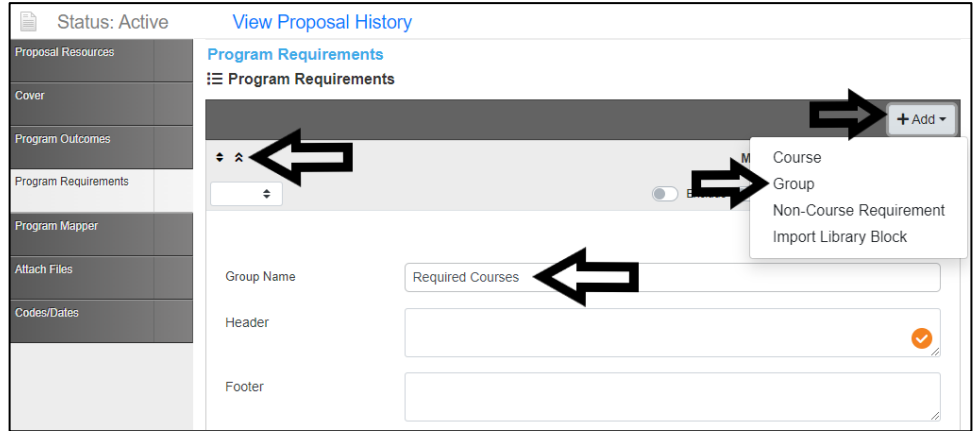
PROGRAM REQUIREMENTS

To add, remove, and make changes to courses in the program, click Program Requirements

To add a new course group:
(ex: Required Courses)

- Click **+Add**
- Then click **Group**

Click the **double arrows**

Enter the course group name in the **Group Name** field

To add a course to a group:
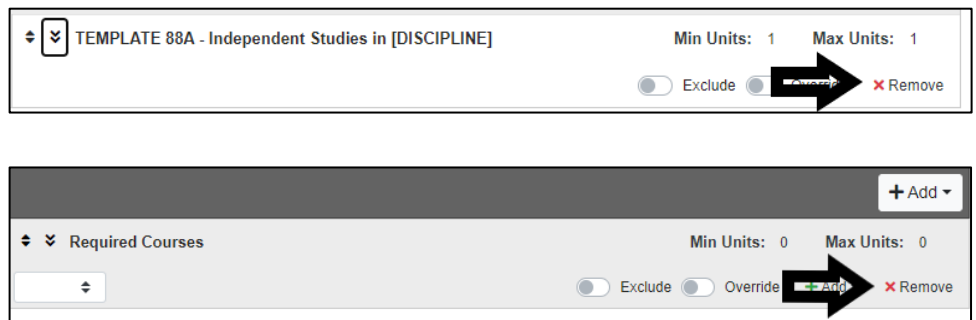
- Click **Add** in the **group**
- Then click **Course**

Select the **Discipline** and **Course**

This adds the course to that group.

To **remove** a course or group, **click Remove** for the course or group header

Note: to remove a group entirely, first remove all courses from the group. The option to remove the group header will then be available.

Program Requirements instructions continued on the next page

PROGRAM REQUIREMENTS

continued

Calculating Units

META automatically adds the total course units for groups.

When **adding elective groups** *(ex: select 1 course)*, there are two options to calculate the correct number of units:

- 1: Click **Override** in the header. Enter the **correct min/max units**
- 2: If the group is **Select 1**, click the box below the header, select **OR** from the menu. This will add "OR" to all courses, and only count one.

If there are varying units in courses in the group, it will show the minimum and maximum units (ex: Min 1 unit, Max 3 unit)

Option 1:

Option 2:

ATTACHED FILES

- **Associate Degree for Transfer:** completed Transfer Model Curriculum (TMC) sheet
- **Associate Degree, Certificate of Achievement: Career Education:** Labor Market (LMI) report *and* Regional Consortium (LARC) minutes, recommending the program *and* Advisory Board minutes showing a motion/action recommending the program (displaying program details)
- **Associate Degree, Certificate of Achievement: Local:** no additional documentation required
- **Noncredit Certificate of Competency:** no additional documentation is required
- **Noncredit Certificate of Completion:** Labor Market (LMI) report

Appendix C: Frequently Asked Questions

- **How do I sign up for an account?**
  If you had an account in Curricunet "V2" your log-in details transferred to META. New users can email the Curriculum Specialist to request an account (include all discipline(s) you'll need access to.)

- **What to do if I forgot my password?**
  On the META homepage, click "Login", then "Forgot your password?" The system will ask for your email and send you a link to change your password. *Note: META emails are sometimes filtered to the spam folder. The email will be from noreply@curricunet.com*

- **I launched a course/program proposal before it was ready, what do I do?**
  Email your Curriculum Representative and ask to send it back or email to the Curriculum Specialist with a request to "un-launch" the proposal. Un-launching returns a proposal to draft status.

- **I think I encountered a glitch in META, who should I notify/who can help?**
  If you encounter anything weird in the system, send an email to the Curriculum Specialist with details, screenshots, and any applicable information.

- **How do I find out where my course/program is in the approval workflow?**
  On the homepage, clicking on a course or program row will display the History and Status tabs. History shows all past approvals, comments, and whose approval is currently pending. Status will display all approval steps (past, present, and future)