

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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April 15, 2010

# User Guide for the California Community Colleges (CCC) Curriculum Inventory

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For questions not answered in this user guide, please contact:

California Community Colleges Chancellor's Office  
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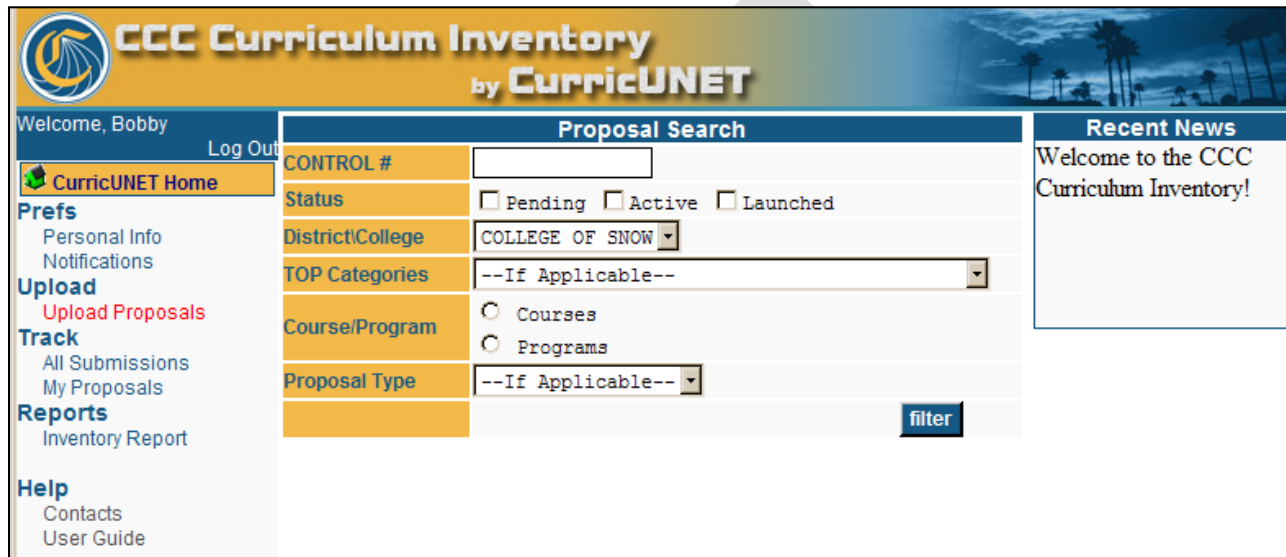
### Introduction

This web interface is used by the California Community Colleges to submit curriculum-related proposals to the CCC Chancellor’s Office. These instructions cover the basic activities that most colleges will utilize. To use the system, the Chief Instructional Officer at your college must submit a request to add you as an authorized user. The system is not available to the public.

URL: <http://www.curricunet.com/cccco/>

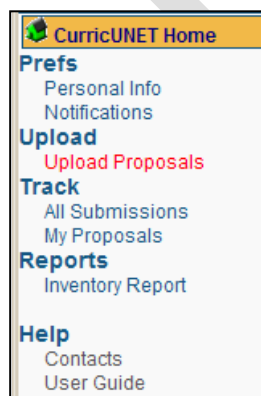
User Name	<input type="text"/>
Password	<input type="password"/>
	<input type="button" value="OK"/>

The Curriculum Inventory is compatible with most web browsers. Screens may look slightly different in some browsers. When an authorized user logs in, the first page will look similar to this screen capture:



### Navigation

The first area to explore is the navigation bar on the left side of the page. You may return at any time to these options by clicking on **CurricUNET Home**. Instructions for each option are covered in this guide starting on p. 3.



- **Personal Info** is where you enter information about yourself.
- **Notifications** is a tool that allows you to see all messages that have been sent to you by email, with the most recent at the top of the list. Click **Submit** to view your messages. Dates can be used to filter the messages to those received during a specific time period.
- **Upload Proposals** is used to search for proposals from your college, to upload a new proposal or to upload multiple proposals of the same type (Bulk Upload).
- **Track** options allow you to view the status of all submissions from your college or to view/edit proposals you uploaded.
- **Reports** display program and course information for your college. **Inventory Report** is a tool that lists programs offered at your college. Additional reports will be added to this list as needs are identified.

To return to this menu at any time, click **CurricUNET Home**.

### Proposal Search

The center area of the page changes to match the activity that is currently available. When you first log in, the **Proposal Search** is available. In this example, the College of Snow is a fictional college used during training for the CCC Curriculum Inventory.

This tool can be used to search for a specific course or program in your college's inventory. In the **CONTROL #** field, enter the unique code for an approved program or a course control number to search for a course. Be sure that your District/College is selected. Then click on **filter**.

In this example, the unique code **19018** was entered to locate a program with the title **Liberal Arts: Math & Science**.


The screenshot shows the 'Proposal Search' interface. It includes fields for 'CONTROL #', 'Status' (with checkboxes for Pending, Active, and Launched), 'District/College' (set to COLLEGE OF SNOW), 'TOP Categories' (set to --If Applicable--), 'Course/Program' (with radio buttons for Courses and Programs), and 'Proposal Type' (set to --If Applicable--). A 'filter' button is located at the bottom right. Below the search criteria, a results box shows a single entry: '1. COLLEGE OF SNOW' with a checkmark icon, followed by 'CCC501', '19018 Liberal Arts: Math & Science', '\*Active\*', 'Submittal Date: 04/02/2010', and 'Submitted by Bobby Boucher'.

#### Search Options:

- Status** Use these options to view groups of courses or programs. **Active** courses or programs are approved by the Chancellor's Office. **Pending** proposals have been submitted to the Curriculum Inventory but are still available for the college to make changes. **Launched** proposals have been submitted and are currently being reviewed. When the status changes to **Launched**, the college is locked out and may not make any more changes.
- TOP Categories** This drop-down box shows T.O.P. categories specific to your college's courses or programs that are in the Curriculum Inventory. This includes all proposals that have been launched, whether or not they are approved. If a T.O.P. code is not listed, you can assume that your college does not currently have any course or program in that code.
- Course/Program** This search shows either courses or programs, but not both.
- Proposal Type** This option is most useful when you are looking for a launched or pending proposal. You can look for programs submitted with specific forms. The available forms are listed below. For information about each form, refer to the current version of the **Program and Course Approval Handbook**.

The proposal types that were covered in the first training and are currently available are:

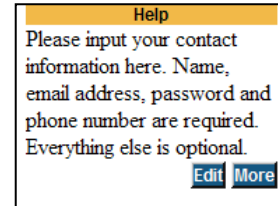
- CCC-456 Noncredit Course
- CCC-459 Noncredit Adult High School Diploma Program
- CCC-460 New Noncredit Program CDCP
- CCC-501 New Credit Program
- CCC-510 Credit Program Substantial Changes
- CCC-511 Credit Program Nonsubstantial Changes
- CCC-520 Convert Non-compliant Associate Degree
- CCC-530 Credit Course Reporting


For more information about each type, refer to the  (help) icons in the **Main Form**, which is covered on p. 5 of this guide.

### Help

The links on the left side of the page are not currently available. This User Guide will be available by clicking on **User Guide** soon and will be updated when necessary.

On the right side of the web page is a **Help** box which contains information about the current screen. This example appears when you click on **Personal Info**. The help information for specific forms matches the instructions in the current version of the **Program and Course Approval Handbook**. This resource is available to download from the Chancellor’s Office web site.



Help is also available for specific parts of forms and other objects in the Curriculum Inventory. Look for the  (help) icon. Within the forms, help information is based on the instructions in the current version of the **Program and Course Approval Handbook**.

### Personal Info

When you log into the Curriculum Inventory for the first time, go into **Personal Info** to change your password and to enter information about yourself.

Required information:


- **First Name**
- **Last Name**
- **E-Mail Address**
- **User Name**
- **Password**
- **Business Phone**


The user name should be the same as your email account. If the e-mail address changes, please update it here. E-mail to the address listed here is the primary method for communication about proposals you submit.

### Icons



Throughout the Curriculum Inventory, icons always represent options that you have for a specific course or program.

The  (full report) icon opens a PDF version of the form populated by data as it was submitted and/or approved. This PDF can be saved or printed. The signature page will be blank because colleges should print that page, obtain signatures documenting the approval process, and then upload a PDF version with signatures when submitting the proposal.

The  (pencil) icon opens the **Main Form**. In this form, you may edit saved proposals. After the proposal has been submitted, the form may not be edited but clicking this icon displays the form as it was submitted.



Other icons that appear periodically are:

The ✂ (cut) icon deletes a course in the Program Courses part of a proposal. If it appears in other places, it always means to delete the item where it appears. Use with caution! The item may not be recovered.

The ABC or S (spell check) icon checks the spelling of text entered near the icon.

### Upload Proposals

To return to the menu at any time, click **CurricUNET Home**. When you click the **Upload Proposals** link, you will see three options for submitting proposals:

- **Search Proposals** shows a list of launched and pending proposals from your college. You may use the 📄 (full report) icon to view a PDF version, which can be printed or saved for your reference. The ✎ (pencil) icon opens the proposal for further editing. The instructions below for creating a new proposal include all the editing options available.
- **New Proposal** allows you to create a new proposal. Instructions for getting started are below.
- **Bulk Upload** allows you to create multiple proposals of the same type. Instructions for getting started are below.

### New Proposal

To begin the process of uploading a new proposal, click on **New Proposal** which opens the **Create New Proposal** form.

- Select the appropriate form, using the list under **Search Options** on p. 2 of this guide. For further information about the available forms, refer to the current version of the **Program and Course Approval Handbook**.
- Select the appropriate T.O.P. code (CB03).
- Type the **Proposal Title**.
- Type the **Proposed Start Year**.
- Use the **Proposal Comments** field to enter a brief description of the proposal.

When you click **OK**, the **Search Proposals** page appears. Locate the form and proposed title you created on the previous page. Click the ✎ (pencil) icon to open the proposal for further editing. Notice the


**Proposal Checklist** on the

right side of the page.

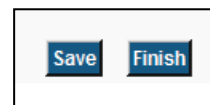
The options there will change to match the requirements of the selected form type.

Proposal Main Menu		Proposal Checklist
College	COLLEGE OF SNOW	<b>Main</b>
Title	Milking Techniques	<input type="checkbox"/> Main Form
Status	Pending	<input type="checkbox"/> Attach File
Form	CCC456	
Submittal Date	04/12/2010	
Submitted by	Bobby Boucher	
		<b>Help</b>
		Please select the part of the proposal that needs to be edited or submitted.

Click on the **Main Form** link to open and complete the selected form.

The top portion of the CCC-456 form is shown here for your reference. The  (help) icon displays help information for each item based on the instructions in the current version of the **Program and Course Approval Handbook**. Noncredit form instructions are also on the Chancellor’s Office web site. From <http://www.cccco.edu>, follow this path: Chancellor's Office > Divisions > Academic Affairs > [Noncredit](#) and then scroll down the page to take the link to **Applications and Forms**.

When you have completed the form, look for the **Save** and **Finish** buttons at the bottom of the form. These buttons will return error messages if the form has not been correctly completed. For example, if you have not entered any additional data and click **Save**, the new noncredit course form errors will be listed in red under the form title, like this:



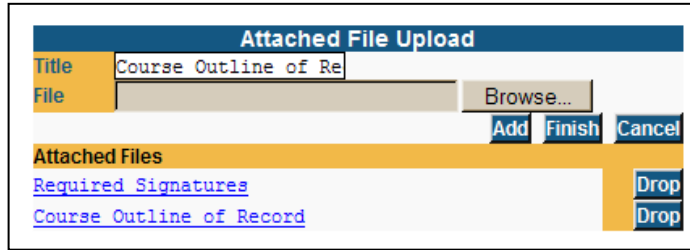
- CATALOG DESCRIPTION - is required
- COURSE SAM PRIORITY CODE - is required
- NONCREDIT ELIGIBILITY CATEGORY CODE: - is required
- COLLEGE APPROVED - is required
- PROPOSED CLASS SCHEDULE DESCRIPTION - is required
- COURSE ID - is required
- DISTRICT BOARD APPROVED - is required
- JUSTIFICATION - is required
- COURSE UNITS (MAX) - is required
- TOTAL HOURS OF INTRUCTION (MIN) - is required
- COURSE START DATE - is required
- TITLE 5 REGULATIONS - is required

You must locate these requirements on the form and input information about the course. Each time you click **Save**, the remaining errors will be displayed. When no more errors are displayed, then you click the **Finish** button for a final time. The **Save** and **Finish** buttons are replaced with the **Unlock** button which indicates that the form is ready to be submitted. When you see the **Unlock** button, you may click it to make additional changes and then click **Save** or **Finish**. If you do not see the **Unlock** button, then the review process at the Chancellor’s Office has begun and you may not make any more changes.

On the right side of the page, notice that the Proposal Checklist now displays a check mark indicating that the **Main Form** has been completed. If the form is unlocked, the check mark will disappear. You must click **Finish** in the form to display the check mark again.

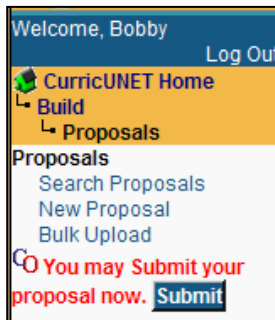
Before the proposal can be submitted, you must also attach and upload appropriate documents. For the CCC-456 form, there are two required documents: the Required Signatures and the course outline of


record. For each attachment, type an appropriate title and **Browse** to locate the file. Click **Add** to upload each file.



After a file has been uploaded, you may use the **Drop** button to remove the attached file. When all required files have been added, click the **Finish** button to complete this step in the upload process.

In the first step of the Chancellor’s office review process, a staff member will verify that you have attached all requirements before submitting the proposal to a reviewer. The originator will be notified by email if anything is missing from the proposal.



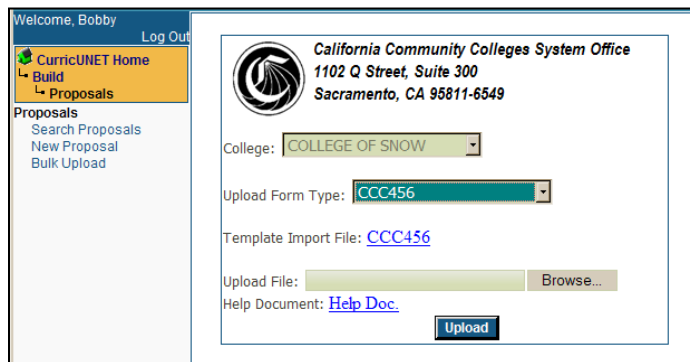
When you click the **Finish** button, a new option will appear on the left side of the web page. You may use the  (full report) icon to view the proposal in PDF or click the **Submit** button to send the proposal to the Chancellor’s Office. When you click the **Submit** button, you will see this confirmation:

Your proposal has been submitted to the Chancellor's Office for review.

Thank you

## Bulk Upload


The Bulk Upload option allows you to submit multiple proposals of the same type. Select the **Upload**



**Form Type:** from the dropdown list. In this example, we will continue to use the CCC-456 form to upload multiple new noncredit courses.

Click on the **Template Import File:** link to open a spreadsheet with columns that correspond to the data that must be submitted on that form. If you’re not familiar with that form, refer to the **Help Document** or follow the steps to submit a **New Proposal**, starting on p. 5, to view the

**Main Form.** The  (help) icons can provide information specific to each column.

List new noncredit course data in the import file, using one row for each course. When this step is completed, save the file and use the **Browse** button to locate and select the file. Click **Upload** to submit. Each course will then be listed in the Curriculum Inventory as a separate proposal. Each noncredit course will require approval from the Chancellor’s Office. You will then use the  (pencil) icon to open the proposal to complete the submission process. The instructions for **New Proposal** on p. 5 include all the steps that are required.

**Track**

There are two available options that allow you to view the status of submissions from your college or to view/edit proposals you uploaded. The **My Proposals** tool is not available to users with Originator status. Chancellor’s Office staff use this tool to access the approval process for the proposal. The **All Submissions** option lists everything that has been submitted from your college.

All Submissions	
Courses	
Information	Actions
243381 COLLEGE OF SNOW Form: CCC456 Dairy 100 Milking Techniques *Pending* Submittal Date: 04/12/2010 Submitted by Bobby Boucher	<a href="#">Check Status</a> <a href="#">Attachments</a>
Date Received: 04/12/2010	

There are two options for each listed proposal: **Check Status** displays the **Proposal Report** and **Process Steps** shown below.

PROPOSAL REPORT
COLLEGE OF SNOW Form: CCC456 Dairy 100 Milking Techniques *Pending* Submittal Date: 04/12/2010 Submitted by Bobby Boucher Date Received: 04/12/2010 Reports: <a href="#">CCC456 Report</a> <a href="#">Required Signatures</a> <a href="#">Course Outline of Record</a>
PROCESS STEPS
<b>Proposal Validation 1 (required)</b> Rosalie Deane Action Date: 04/12/2010 Action: Complete
<b>Change Step 1.5 (required)</b> Awaiting Action
<b>Review Proposed Program 2 (required)</b> Stephanie Low Action Date: 04/12/2010 Action: Request Changes Course outline is incomplete. We need total contact hours.
<b>Final Approval 3 (required)</b> Awaiting Action

There are three steps in the Chancellor’s Office approval process. **Proposed Validation 1** is completed by support staff who check the proposal for completeness, including all required attachments, and move the proposal on to the reviewer.

In this example, the reviewer has requested that total contact hours be added to the course outline of record. This moved the proposal to **Change Step 1.5** where you see “Awaiting Action” in this example. As the originator, you will be notified by email that additional information is required. To make the requested change, go back to the **All Submissions** report (above) and click on the **Attachments** button. This will allow you to upload a revised attachment. When that’s done, the reviewer will be notified and will continue his/her review.

When the **Review Proposed Program 2** step is completed, the proposal is forwarded to the administrator for the **Final Approval 3** step. After a proposal is approved by the Administrator, official notification is sent by email to your college’s chief instructional officer.

**Inventory Report**

During the early stages of implementation of the Curriculum Inventory, the **Inventory Report** tool allows you to view or print lists of programs at your college. It does not currently list all the information

Curriculum Inventory Report									
District/College	ALAMEDA								
TOP Categories	--If Applicable--								
Status	<input type="checkbox"/> Pending <input checked="" type="checkbox"/> Active <input type="checkbox"/> Launched								
<a href="#">Print Copy</a>									
rw.	College	#	Title	TOP	Year Approved	Cert Units	Major Units	Total Units	Status
1.	ALAMEDA	01136	African-American Studies	220300	1970	0	18		Active
2.	ALAMEDA	01135	Anthropology	220200	1970	0	18		Active
3.	ALAMEDA	01109	Apparel Design & Merchandising (2 year)	130300	1975	0	38		Active

that you might want, but gives a quick list of pending, active (approved) or launched programs. In the future, this report may display additional information for your reference. Also, additional reports will be added to list active credit and noncredit courses, and noncredit programs.

An ad hoc report tool is under development to allow customized columns and to choose from several available formats for the report.