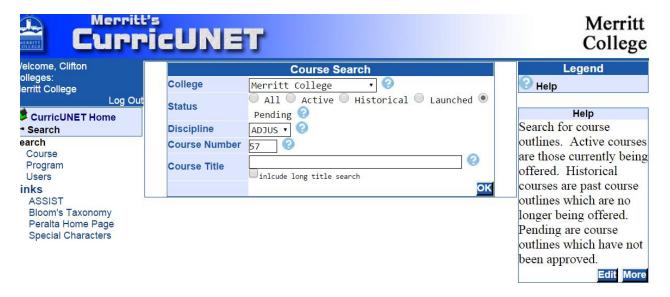
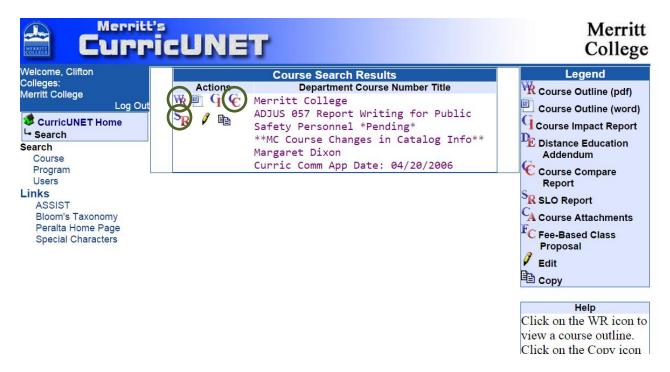
How to Locate Pending Proposals

- Log in to CurricUNET at <u>www.curricunet.com/pccd</u>.
- Click on Search > Courses on the left menu.
- Search for the course by selecting the discipline from the Discipline drop down menu and typing the course number in the Course Number box (note: the zeros behind the course number do not matter in the search. For ADJUS 057, for example, you can type "57" Course Number box.) Choose Pending for the Status. Click OK.



Once you get to the search results you may click on the "CC" icon. This will pull up an outline
that shows what was changed in this pending proposal from the current active version of the
course. It will display the changes much like Microsoft Word's Track Changes. If it is a new
course, you can click the "WR" icon to pull up the outline. There will be no "CC" icon because
there is no current active version to compare it to. You can also check the SLOs by clicking on
the "SR" icon.

Note: the pencil icon will not show when you search for a course this way. It is showing in the screenshot below because Clifton has a super-administrator account.

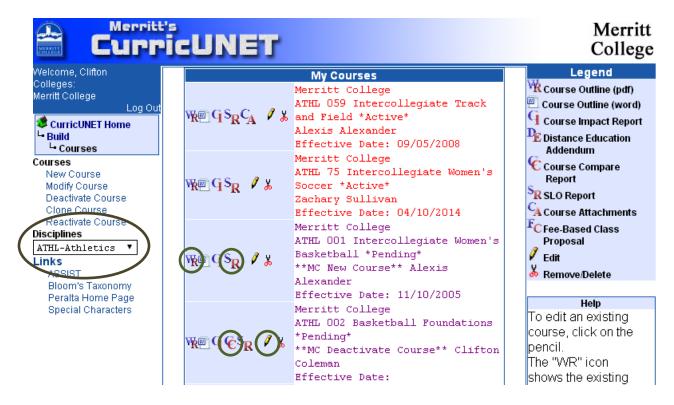


Note: if there are multiple pending versions of the same course, you may be able to use a unique identifier to help locate the correct proposal. The proposal originator or the latest Curric Comm App date may be unique to a proposal. For example, there are two LANHT 029 proposals on the deletion list provided by Arja. One shows it was created by Alexis Alexander and the other by Chris Grampp.

Additional Search Options for Proposal Originators

If you originated the proposal (as indicated on the list provided by Arja), you will have additional search and outline viewing abilities.

- Click on Build > Courses.
- Choose the discipline from the Disciplines drop down menu on the left side.
- The proposal should then show in your My Courses list.



• If you are the originator, you may use the "CC" icon, "WR" icon, OR click on the pencil to see what changes have been made. If you click on the "CC" icon, it will show what has changed from the current active version of the course in a format much like Microsoft Word's Track Changes. If it is a new course, you can click the "WR" icon to pull up the outline. There will be no "CC" icon because there is no current active version to compare it to.

If you click the pencil icon, you can see what items from the Course Checklist have been checked off/completed. Below is an example of what you will see when you click the pencil icon. In this case, nothing is checked off on the Course Checklist.

You can also check the SLOs by clicking on the "SR" icon.



Merritt College

Welcome, Clifton Colleges: Merritt College

Log Out

CurricUNET Home
La Build
La Courses
La Edit Course

₩ Edit Course

Merritt College ADJUS 057

Report Writing for Public Safety Personnel Dixon, Margaret

Report Writing for Public Safety Personnel ADJUS 057 Remember to fill out all requirements on the course checklist. Course Cover and List of Changes must be marked complete.

Links

ASSIST Bloom's Taxonomy

Course Construction Main Menu	
College	Merritt College
Discipline	ADJUS
Course Number	057
Course Title	Report Writing for Public Safety Personnel
Short Title	
Co-	There are no Co-Contributors for this course.
Contributor(s)	Add a Co-Contributor

Course Checklist
Main
□ Cover
List of Changes
☐ Units/Hours
Degree/Transfer
☐ General Ed
☐ Lecture Content
☐ Student Performance
Objectives
Student Learning
Outcomes
Method of Instruction
☐ Distance Ed
Assignments
☐ Student Assessment
■ Requisites
☐ Content Review
☐ Texts, Readings,
and Materials
■ Library
Attached Files
☐ Codes/Dates

Help

This nage contains