
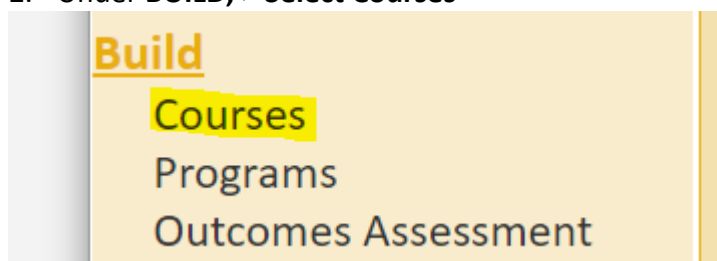


# Course Modification Instructions

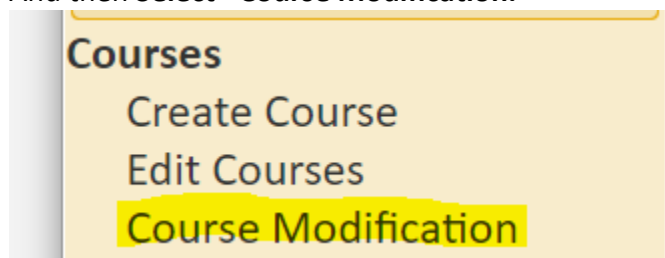
1. Log into Curricunet  
Curricunet.com\chabot



2. Under **BUILD**, > **Select Courses**



And then **Select> Course Modification.**



3. The Course Search screen appears. Use drop down menu titled “discipline” to select your discipline. Add “Course Number” field to find a specific course. Otherwise, all active courses will appear. (Example: ADMJ – Administration of Justice 40). **Hit ‘OK’** button.

**Course Search**

**Status**

- ☒ All
- ☐ Active
- ☐ Approved
- ☐ Deactivate
- ☐ Historical
- ☐ Launched
- ☐ Pending
- ☐ Pending State Approval
- ☐ Pre-Launch

**Discipline** ADMJ - Administration of Justice






**Course Number** 40

**Course Title**

☒ include long title search

OK

4. You will **select the COPY\*** icon (two little overlapping sheets of paper) under actions menu.

| Course Search Results   |            |   |
|---|------------|---|
| Actions   | Discipline | Course Number Title                           |
|      | ADMJ       | 40 Juvenile Procedures *Active* Cheryl Mackey |

\*a copy icon with **NOT** appear if the course has already been copied.

5. You will see a box “Course Review Proposal” with a Drop down menu... Select the appropriate approval process for your proposal.

**Course Review Proposal**

**Course** ADMJ 40 Juvenile Procedures \*Active\*  
\*\*Modified Credit Course Proposal\*\*  
Cheryl Mackey

**Proposal Type** --Please select--

- Please select--
- ADM Edit Courses DO NOT USE
- Add DE Addendum
- Add DE Addendum Non-Credit
- Deactivate Credit Course
- Deactivate Non-Credit Course
- Modified Credit Course Proposal
- Modified Shared Credit Course
- Modify Non-Credit Course

**Proposal Type Options:**

- [Add DE Addendum](#) (for courses being taught fully or partially online; option for credit or non-credit course; only use this option when instructed by the

curriculum committee)

- **Deactivate Course**
- **Modified Credit Course Proposal**
- **Modified Shared Credit Course Proposal** (if course has the same rubric and course number as a LPC course)

6. Rationale (REQUIRED): The committee should understand clearly what is being modified and the necessity for the changes.

| Course Review Proposal |  |
|------------------------|--|
| Course                 | ADMJ 40 Juvenile Procedures *Active*<br>**Modified Credit Course Proposal**<br>Cheryl Mackey |
| Proposal Type          | Modified Credit Course Proposal  |
| Rationale              | <div>Updating course outline and textbooks.</div>  |
| <div>OK Cancel</div>   |  |

*If you plan to use an older textbook, please mention this in the Rationale and the reason you are using the older textbook. Textbooks shouldn't be older than 6 years. Hit [OK*

7. You can add a co-contributor who can share in the development/modification of this proposal, if you want. Option is on **Main Cover**.

| Course Construction Main Menu |  |
|-------------------------------|--|
| Course Number                 | 40   |
| Course Title                  | Juvenile Procedures  |
| Short Title                   | Juvenile Procedures  |
| Co-Contributor(s)             | <i>There are no Co-Contributors for this course.</i><br><a href="#">Add a Co-Contributor</a> |

This step is not required. If you do want to add a co-contributor use the 'Check All' allowing the person to access ALL elements of the COR or limit access to whatever box you check.



| Create Co-Contributor   |  |
|---|--|
| Short Title   | Juvenile Procedures  |
| Co-Contributor  | A, Example ▾   |
| Screen Rights<br><u>Check All</u><br><u>Uncheck All</u>                 | <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Cover</li><li><input checked="" type="checkbox"/> Units/Hours</li><li><input checked="" type="checkbox"/> Requisites</li><li><input checked="" type="checkbox"/> Measurable Objectives</li><li><input checked="" type="checkbox"/> Course Content</li><li><input checked="" type="checkbox"/> Methods of Instruction</li><li><input checked="" type="checkbox"/> Assignments</li><li><input checked="" type="checkbox"/> Methods of Evaluation</li><li><input checked="" type="checkbox"/> Distance Ed</li><li><input checked="" type="checkbox"/> Textbooks/Resources</li><li><input checked="" type="checkbox"/> Additional Resources</li><li><input checked="" type="checkbox"/> Library</li><li><input checked="" type="checkbox"/> General Ed/Trans-Bac</li><li><input checked="" type="checkbox"/> College Resources</li><li><input checked="" type="checkbox"/> Attached Files</li><li><input checked="" type="checkbox"/> Student Learning Outcomes</li><li><input checked="" type="checkbox"/> Attached SLO Files</li><li><input checked="" type="checkbox"/> Codes / Catalog Master Form</li></ul> |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> |  |

Regardless of who you add YOU will ALWAYS be the Course Author and any update messages will only come to you.

8. **COURSE CHECKLIST:** Each item represents a separate element of the proposal. If there is a checkmark the section has been completed, example: Student Learning Outcomes.

| Course Checklist                    |                             |
|-------------------------------------|-----------------------------|
| Main                                |                             |
| <input type="checkbox"/>            | Cover                       |
| <input checked="" type="checkbox"/> | Units/Hours (LEGACY)        |
| <input type="checkbox"/>            | Units/Hours                 |
| <input type="checkbox"/>            | Requisites                  |
| <input type="checkbox"/>            | Measurable Objectives       |
| <input type="checkbox"/>            | Course Content              |
| <input type="checkbox"/>            | Methods of Instruction      |
| <input type="checkbox"/>            | Assignments                 |
| <input type="checkbox"/>            | Methods of Evaluation       |
| <input type="checkbox"/>            | Distance Education          |
| <input type="checkbox"/>            | Textbooks/Resources         |
| <input type="checkbox"/>            | Additional Materials        |
| <input type="checkbox"/>            | Library                     |
| <input type="checkbox"/>            | Proposed General Education  |
| <input type="checkbox"/>            | College Resources           |
| <input type="checkbox"/>            | Attached Files              |
| <input checked="" type="checkbox"/> | Student Learning Outcomes   |
| <input type="checkbox"/>            | Attach Supporting Docs      |
| <input type="checkbox"/>            | Codes / Catalog Master Form |
| <input type="checkbox"/>            | Codes/Dates                 |
| <input type="checkbox"/>            | Notes                       |

9. **COVER:** The COVER page will appear...

| Course Cover   |  |
|--|--|
| Page Last Saved on Thursday, Feb 11, 2021 at 10:55 PM<br>By Lannibeth Calvillo |  |
| Division   | Business and Technology  |
| Rubric   | ADMJ - Administration of Justice   |

|   |   |
|---|---|
| <b>Abbreviated Class Schedule Description</b>   | This course is an examination of the origin, development, and organization of the juvenile justice system as it evolved in the U.S. justice system. The course explores the theories that focus on juvenile law, courts and processes, and the constitutional protections extended to juveniles in the U.S. justice system. |
| <b>Catalog Course Description</b>   | This course is an examination of the origin, development, and organization of the juvenile justice system as it evolved in the U.S. justice system. The course explores the theories that focus on juvenile law, courts and processes, and the constitutional protections extended to juveniles in the U.S. justice system. |
| <b>Rationale</b><br>(Clearly state the reason you are creating or modifying this course. Describe how the course will fit or impact the existing program structure.)<br>Updating course outline and textbooks |   |
| <b>Proposal Information</b><br>Effective Date: Year: 2020 Semester: Spring<br>Shared with Las Positas College: <input type="radio"/> Yes <input checked="" type="radio"/> No                                  |   |
| Save Finish Cancel  |   |

Should say 'NO.' Courses that have shared rubrics/course numbers should be modified using modified shared credit course proposal.

**Proposals now have fall only effective dates. Example: courses/programs submitted and approved during spring 2021 will become effective in fall 2022.**

See [Course Style Guide](#) for explanation of fields in cover page.

Select **SAVE** and **FINISH** you will notice that when you select FINISH the “COVER” box has been checked off (menu on the right)...the page is now LOCKED. If you need to modify this page later you have to UNLOCK it first.

10. **Proceed down the entire list.** You will be presented with a editing tool at the top for some of the elements...works very much like a word processor... just type your changes (add or delete) to the outline. Remember to SAVE ... and when finished with the page select **FINISH**
11. **Adding DE addendum – Methods of Instruction Page.** Select Distance Education from the drop down menu within the Methods of Instruction page. Click Add and then finish to access the distance education page on the course checklist.

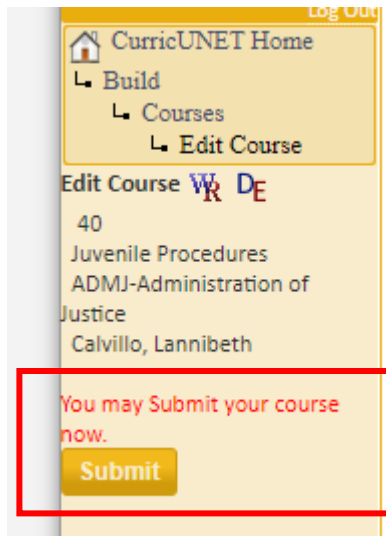
Please Remember To Save Work Before Navigating Off Of Page.

| Course Methods of Instruction   |  |
|---|--|
| Page Last Saved on Monday, Jan 25, 2021 at 11:19 AM<br>By George Arab |  |
|   | Demonstration/Exercise                 |
|   | Lecture/Discussion                     |
|   | Individual Performance                 |
|   | Practice/Demonstration                 |
|   | Textbook reading assignments           |
|   | Presentation of audio-visual materials |
|   | Guest speakers                         |
|   | Distance Education                     |
| <input type="button" value="Unlock"/>                                 |  |

**Course Checklist**

- ☐ Main
- ☒ Cover
- ☒ Units/Hours (LEGACY)
- ☒ Units/Hours
- ☒ Requisites
- ☒ Measurable Objectives
- ☒ Course Content
- ☒ Methods of Instruction
- ☒ Assignments
- ☒ Methods of Evaluation
- ☒ Distance Education
- ☒ Textbooks/Resources
- ☒ Additional Materials

12. **Distance Education.** Click on Distance Education on the Course Checklist menu. Complete ALL of the questions in the addendum. To check your progress you can click on the DE Report (DE) that appears on the left side menu. **All CORs need DE addenda unless course can never be taught online, even in the case of an emergency.**
13. **If there are no changes to the page you still have to scroll to the bottom and select FINISH to get that box checked off.** If you modifying just one or two elements on the COR, when all the boxes are checked off you will see the directives on the left disappear and a red SUBMIT box by your proposal directive will appear on the left of the screen.



You are ready to SUBMIT your proposal into the approval process that you selected. Once you submit your proposal **you will not be able to use the pencil icon to edit**. You will need to the Technical Review Chair (George Arab, [garab@chabotcollege.edu](mailto:garab@chabotcollege.edu)) to return your proposal.

14. You will be able to monitor the progress of your proposal by logging in. Under **TRACK** select **MY PROPOSALS**. This will tell you where your proposal is in the approval process.
15. Once your proposal is submitted you may receive notifications from any of the reviewers. Those notifications will be e-mailed to you and will show up in your in box as [System@governet.net](mailto:System@governet.net) CurricUNET Messages – Chabot. Some are comments from curricula area faculty and some are directing you to make changes to your proposal and resubmit it into the approval process.
16. Curriculum Development Assistance
  - creating or modifying a new course or program, contact Dara Greene (Curriculum Chair)
  - technical review process, contact George Arab (Technical Chair)
  - Curricunet technical assistance, contact Lannibeth Calvillo (Curriculum & SLO Specialist)
  - transfer articulation questions, contact Shannon Stanley (Articulation Officer)
  - OAC questions contact your Division OAC Rep or Julie Coan (OAC Co-Chair)