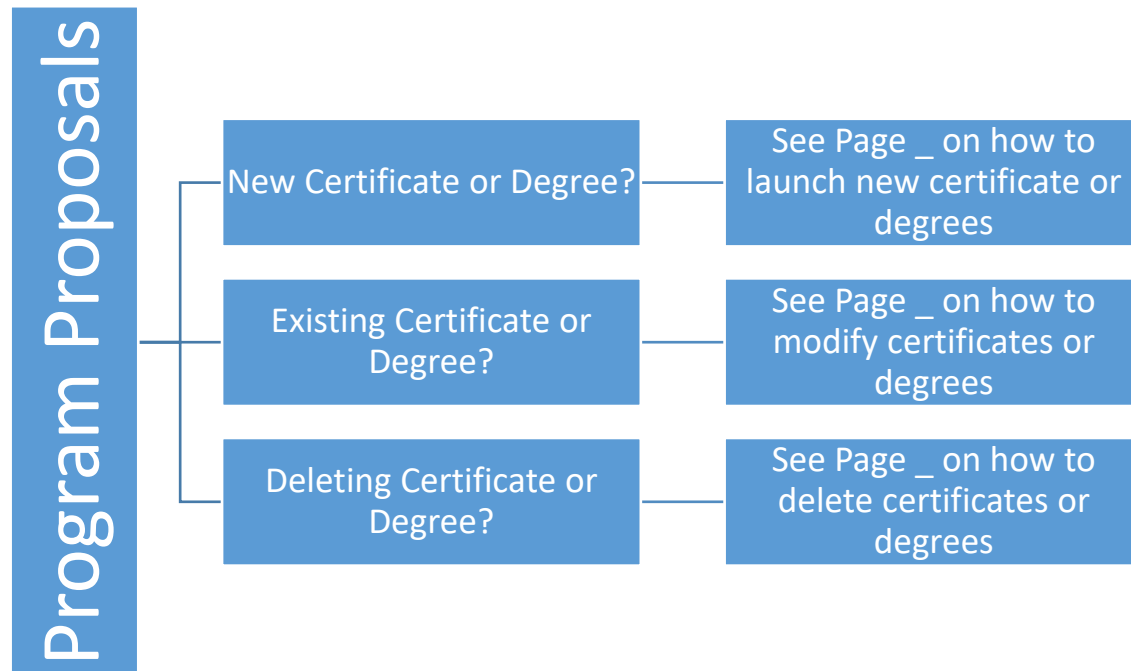


Creating a Program Proposal



Limitations on Enrollment:

Some programs and/or courses do not have course prerequisites but have many conditions for entry into the program. Perhaps the best example is in the nursing program. Because students cannot enroll in these courses unless the program conditions have been satisfied, these courses contain statements in their descriptions limiting enrollment to those students already in the program. No prerequisite analysis is required for these limitations.

NOTE: New CTE Programs should have received a first and second read approval from the Inland Empire/Desert Regional Consortium prior to creating a proposal. Work with your CTE Dean to request your new CTE Program be included on the next Regional Consortium Agenda. Refer to APPENDIX _____ for more information regarding the SBVC Approval Process for New CTE Programs.

Creating a New Certificate or Degree

STEP 1:

- ❖ After logging into CurricUNET, click on the **Programs** link under **Build**.

Build

Articulation
Courses
Programs
Packages

- ❖ Click on **Create New Program or Degree** on the left hand side of the page.

Programs

Create New Program or Degree
Programs Update

Create a New Program	
Program Proposal Type	☐ New Degree ☐ New Certificate ?
Award Type	?
Program Title	?
Discipline	Please make a selection ?
Save Cancel	

STEP 2:

Program Construction Main Menu	
Program Title	TEST
Co-Contributor(s)	There are no Co-Contributors for this program. Add a Co-Contributor

Program Checklist

New Degree

Main

- ☐ Cover
- ☐ Description
- ☐ Course Definitions
- ☐ Gainful Employment
- ☐ Attach Files
- ☐ Codes

STEP 3: Cover

Program Cover	
Division	Mathematics, Business & Computer Technology
Department	Accounting
Discipline	ACCT Accounting ▼
Program Title	TEST ?
Award Type	A.A. Degree Major ▼ ?
Proposal Information	
Proposed Start	Year: 2016 ? Semester: Spring ▼ ?
Catalog Description of Certificate or Degree	
Write a short paragraph, with complete sentences, as a well-developed overview of topics covered.	

Describe the need for this new program		
In what ways do the existing college degrees/certificates fail to meet student needs?		 
What other community colleges in the area are currently offering this program? Attach copies of any catalog pages found.		 
What other programs closely related to the proposed program are currently offered by SBVC?		 
What is the enrollment projection for the proposed program? Upon what data do you base your projection?		 
  		

STEP 4: Description

Program Description	
Expected Timeline	
Transferability - (Check ASSIST) ASSIST	
Sequencing - Is course sequencing clear?	
Do the recommended electives contribute to the goals of the major?	Yes: ☐ No: ☒
TOPS Code	- none -

Save Finish Cancel

Program Checklist

New Degree

Main

- ☒ Cover
- ☐ Description
- ☐ Course Definitions
- ☐ Gainful Employment
- ☐ Attach Files
- ☐ Codes

Help

The information on this page is for a new certificate or degree. Please click on the question mark to find directions for each field.

Edit More

STEP 5: Course Definitions

Course Block Definitions	
Header	
? abc	
Program Block Definitions *	
? abc	
Footer	
? abc	
Default (All Units Calculated): ☒ Units (Specify Unit Range): ☐	
Unit Range Courses: 0 to 0 ?	
Add	
Finish Cancel	
Edit	Definition
Add Courses	

Program Checklist
 New Degree
 Main
☒ Cover
☒ Description
☐ Course Definitions
☐ Gainful Employment
☐ Attach Files
☐ Codes

Legend
 Spell Check
 ? Help
 Edit
 Remove/Delete
 Move Item Up
 Move Item Down
 * Indicates Required Field

Help
 For required course units, select "Default (All Units Calculated)".
 For recommended course units, select "Units (Specify Unit Range)" and under "Unit Range Courses" keep the values at zero.

STEP 6: Gainful Employment

Gainful Employment
Is the certificate or degree you propose a Gainful Employment Program?
☐ Yes ☒ No ?
Any educational program that leads to a *certificate* or other *non-degree* *credential* awarded by a public or private non-profit institution, *regardless of the length of the program*, is a GE Program.

Program Checklist
 New Degree
 Main
☒ Cover
☒ Description
☒ Course Definitions
☐ Gainful Employment
☐ Attach Files
☐ Codes

STEP 7: Attached Files

Attached File Upload	
Title	?
File	Choose File No file chosen ?
Add Finish Cancel	
Attached Files	

Program Checklist
 New Degree
 Main
☒ Cover
☒ Description
☒ Course Definitions
☒ Gainful Employment
☐ Attach Files
☐ Codes

STEP 8: Codes

Program Codes	
Entry of Special Dates	
Chancellors Office Approval	(mm/dd/yyyy) ?
Board of Trustees	(mm/dd/yyyy) ?
Effective Date	(mm/dd/yyyy) ?
Archived Date	(mm/dd/yyyy) ?
Curriculum Approval	(mm/dd/yyyy) ?
Instructional Services	
Program Code	?
Start Date	Term: Spring Year: 2016 ?
TOP Code	None ?
Originator	Yarbrough, Kay Dee ?
Origination Date	(mm/dd/yyyy) ?
Comments	
Proposal Type	116 New Degree ?
Parent Program	--Please select if Modify or Delete
Program Identification Number	?
Save Cancel	

Program Checklist
 New Degree
 Main
☒ Cover
☒ Description
☒ Course Definitions
☒ Gainful Employment
☒ Attach Files
☐ Codes

Legend
 Spell Check
 ? Help

Help
 There is currently no help available for this page.
 Edit More

- ❖ Once you have save and finished this section, click the submit button on the left hand side of the page.

Submit

Launching a Certificate or Degree

STEP 1:

- ❖ Once you have save and finished this section, click the submit button on the left hand side of the page.

Submit

STEP 2:

- ❖ Click on My Approvals

Your proposal is complete and the audit was successful. Now follow the link to "My Approvals", select "Originator" role, and approve the first step of the approval. Approving the first step, will notify the next positions/steps.

[My Approvals](#)

STEP 3:

- ❖ Select Role as Originator and click next.

Approval Process	
Select Role	Originator
Next	

STEP 4:

- ❖ Find your pending program and select Action.

	Title: TEST *Pending*
	New Degree
	Kay Dee Yarbrough
	Step:1272 Originate
	Proposal Level: 1.00
	Action

STEP 5:

Approval Process	
Program	TEST
Proposal Type	New Degree
Step	Originate Proposal
Description	Originate Proposal
Comments	
Action	Submit ? abc ? Save

❖ Change Action to Submit.

STEP 6:

- ❖ Once you click Submit, it will take you back to the Approval Process screen and your program has been submitted.

Approval Process	
Select Role	Originator ? Next

Congratulations! Your Program has been launched!

Modifying and Deleting Certificates or Degrees

STEP 1:

- ❖ Log into CurricUNET.
- ❖ Click Program under Search.

Search

Program
Course
Users
SLOs

STEP 2:

- ❖ Choose a status.
- ❖ Choose your discipline.
- ❖ Click OK.

Program Search	
Status	☒ All
	☐ Active
	☐ Approved
	☐ Cancelled
	☐ Historical
	☐ Launched
	☐ Pending
	?
Program Title	
Discipline	ACCT - Accounting
	?

STEP 3:

- ❖ Find the Program you want to modify/delete and create a copy. 

Program Search Results		
Actions	Program	Status
  	Accounting **Degree Modification** A.A. Degree Major Janet M. Courts	Active
  	Accounting **Certificate Modification** Certificate Janet M. Courts	Active

STEP 4:

- ❖ Choose the type of modification that will be made.
- ❖ See Page ____ for information on the specific proposal types.

Revise a Program	
Program Title	Accounting ?
Program Proposal Type	Please make a selection ?
Save Cancel	

For Deleting Programs:

- ❖ Choose Certificate or Degree Deletion

STEP 5:

Work through the Program Checklist until all boxes have a checkmark.

Program Construction Main Menu	
Program Title	TEST
Co-Contributor(s)	There are no Co-Contributors for this program. Add a Co-Contributor

Program Checklist	
Degree Modification	
Main	
☐	Cover
☐	Course Definitions
☐	Gainful Employment
☐	Attach Files
☐	Codes

STEP 6:

B. Work through the Program Checklist until all boxes have a checkmark.

Program Cover	
Page Last Saved on Monday, Apr 25, 2016 at 10:14 AM By Kay Dee Yarbrough	
Division	Mathematics, Business & Computer Technology
Department	Accounting
Discipline	ACCT Accounting
Program Title	TEST
Award Type	A.A. Degree Major
Proposal Information	
Proposed Start	Year: Semester: Spring
Catalog Description of Certificate or Degree	
Write a short paragraph, with complete sentences, as a well-developed overview of topics covered.	
Rationale for modification	Type the rationale for why the modifications will be made.
Save Finish Cancel	

Program Checklist	
Degree Modification	
Main	
☐	Cover
☐	Course Definitions
☐	Gainful Employment
☐	Attach Files
☐	Codes

Help	
There is currently no help available for this page.	
Edit	More

STEP 7:

- ❖ Once all of the boxes in the Program Checklist have been checked, return to the CurricUNET Homepage.

Program Checklist	
Degree Modification	
Main	
☒	Cover
☒	Course Definitions
☒	Gainful Employment
☒	Attach Files
☐	Codes

STEP 8:

A. To complete this Modification or Deletion, follow instructions on page ____ on how to Submit a Certificate or Degree.