

## CurricUNET Instructions for Academic Dean(s) and ALC

Revised January 21, 2011

### Step 1

- Steps for accessing the CurricUNET Website
  - Access the MDC Homepage [www.mdc.edu](http://www.mdc.edu)



- Click on the address bar and enter the address to the Academic Programs page [www.mdc.edu/asa/academic\\_programs.asp](http://www.mdc.edu/asa/academic_programs.asp)
- Click on the CurricUNET link
  - Note: When signing-in through the MDC system you are automatically logged-in to CurricUNET. When signing-in from an outside location (non-MDC system) you will be required to enter your *User Name & Password* to gain access to CurricUNET.

- Congratulations you are now ready to use CurricUNET!

Note: You can also access CurricUNET from your employee portal, by placing your cursor on "Forms", and selecting "CurricUNET" from the drop down menu.



## Step 2

### Instructions for Discipline and Campus Dean

- Your role is to review and approve curriculum which is submitted by the various schools/disciplines
- Please note that you will be notified through email alerts of any pending approvals

Originator: Diane King
Matilde Roig-Watnik
Action on Academic Leadership Council by Academic Leadership Council is required for COMP 1332 Introduction to Visual Basic Programming.
<a href="#">Login on To Curricunet</a>
<ol style="list-style-type: none"><li>1. Click on link titled "All Proposals" under Track on the left side of the page.</li><li>2. A list of approvals waiting for you will be displayed.</li><li>3. To review the information, click the "Summary" icon.</li><li>4. After reviewing, return to "All Proposals" by closing the pop-up window.</li><li>5. Click on the "Action" Button next to the approval process you want to take action on.</li><li>6. Enter any comments related to the approval (remember everyone can view your comments).</li><li>7. Select action you wish to take and click save.</li><li>8. The " All Proposals " page will be displayed, with any additional approvals  </li></ol>

To begin reviewing go to “TRACK” on the menu bar to the left and click on “My Approvals”

**CurricUNET** Miami Dade College

**CurricUNET Home**

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CurricUNET Release 2 is Currently in Implementation!

**New users: Access to modify or propose curriculum (course and/or programs) If your department has not requested access for you, Please [click here](#) to request access.**

For additional questions, please email us at: [DistrictAcademicProg@mdc.edu](mailto:DistrictAcademicProg@mdc.edu)

Note: Please allow 24 business hours for processing

### Step 3

Select your role from the drop down menu. Followed by a Click on the “Summary”  icon to review the course or program information

**Approval Process**

Select Role: Campus Academic Dean/Discipline Dean

Next

**Courses**

 COP1332 Introduction to Visual Basic Programming

Curriculum Action Summary  
Course Impact Report  
Course Competencies  
Course Comparison

Programming C++ \*Proposed\*  
\*\*Change Existing Course\*\*  
**Julian Chiu**  
Step: CASSC Coordinating Committee Level: 6.00

 COP2335 Advanced Object Oriented Programming using C++ \*Proposed\*  
\*\*Change Existing Course\*\*  
**Julian Chiu**  
Step: CASSC Coordinating Committee Level: 6.00

## Sample screen shot of the "Curriculum Action Summary"

### COMP 1332 Introduction to Visual Basic Programming

**Curriculum Action Rationale:** Hard coding pre/co-requisite and modified course description to reflect this change

**4 Credits(s)**

**48 Hour(s) Lecture**

**32 Hour(s) Laboratory**

**COP1332 Introduction to Visual Basic Programming**

**Course**

**Description:**

This course introduces computer science and non-major students to fundamental programming skills using the Visual Basic Integrated Development environment. Students will learn program design, the fundamentals of event driven object-oriented programming, arrays, validation of user input, and how to create menu driven programs and multiple form applications.

Pre/Co Requisites for this course are: CGS1060. Knowledge of high school algebra is recommended. (48 hr. lecture; 32 hr. lab)

**Course Type** Lecture/Lab Combination

**Credit Type/Lvl** 01: ADVANCED AND PROFESSIONAL

**Gordon Rule** No

**Grading** AF - A through F

**Requisites** Pre/Corequisite: CGS1060  
Recommended preparation: Knowledge of high school algebra is recommended.

**Competencies** **Competency 1: The student will demonstrate knowledge of computer system**

- To view specific information from the Summary Icon select the following:
  -  Curriculum Action Summary – Provides a summary of curriculum action
  -  Course Competencies – Displays course competency and LOCC information
  -  Course Comparison – Tracks changes to show comparison of new/old information
  -  Course Impact Report – Displays a listing of programs which are affected by the course addition/modification. (Currently under construction)

Note: For Programs only (not courses):  All Field Report – Provides a view of all program information.

#### Step 4

To take action, close the pop-up window, and click the “**Action**” button.

Approval Process	
Select Role	Campus Academic Dean/Discipline Dean
<b>Next</b>	
Courses	
	COP1332 Introduction to Visual Basic Programming *Proposed* **Change Existing Course** <b>Diane King</b>
Step: CASSC Coordinating Committee	Level: 6.00 <b>Action</b>
	COP1334 Introduction to Object Oriented Programming C++ *Proposed* **Change Existing Course** <b>Julian Chiu</b>
Step: CASSC Coordinating Committee	Level: 6.00 <b>Action</b>

- Make comments as needed in the **Comments** field. (Reminder: All comments can be viewed by all members).
- On the “**Action**” field select the appropriate action from the dropdown menu, and click “**Save**”:
  - Approve (will push the item forward to the next step in the approval path)
  - Disapprove (will remove the item from the approval path, and will automatically notify the Originator)
  - Changes Needed (will send the item back to the Originator for corrections)

Approval Process	
Course	HOS1011 Horticulture 2
Proposal Type	Course Modification
Step	Discipline Dean
Description	Discipline Dean
Comments	<div style="border: 1px solid gray; height: 80px;"></div>
Action	-- Select Action -- Approve Disapprove Changes Needed
<b>Save</b>	

## Step 5

### Instructions for ALC

Follow previous steps 1 and 2 listed above.

- To take action go to **"TRACK"** on the menu bar to the left and click on **"My Approvals"** and select your role from the drop down menu.



The screenshot shows a form titled "Approval Process". It has a "Select Role" dropdown menu with "Academic Leadership Council" selected. A "Next" button is located at the bottom right. A large red arrow points from the right side of the form towards the left.

Note: For summary information follow step 3.

To take action, close the pop-up window and click the **"Action"** button.



The first screenshot shows the "Approval Process" form with "Academic Leadership Council" selected in the "Select Role" dropdown and a "Next" button. The second screenshot shows the "Courses" form with details for "COP1332 Introduction to Visual Basic Programming", including a note that it is proposed and a change to an existing course, by Diane King. It lists the step as "CASSC Coordinating Committee" and the level as "6.00". An "Action" button is at the bottom right. A large red arrow points from the right side of the second form towards the left.

- Make comments as needed in the available field.
- On the **"Action"** field select the appropriate action from the dropdown menu:
  - Click **"Reviewed"** and click **"Save"** (will push the item forward to the next step in the approval path)



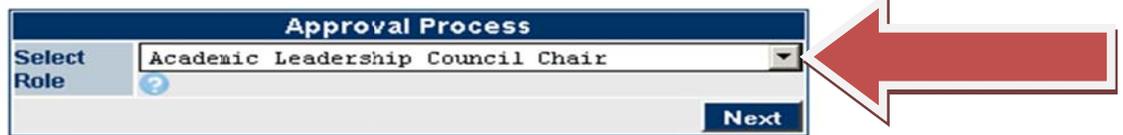
The screenshot shows the "Approval Process" form with the following details: Course: HOS1011 Horticulture 2; Proposal Type: Course Modification; Step: Academic Leadership Council; Description: Academic Leadership Council. There is a large empty text area for "Comments". The "Action" dropdown menu is open, showing options: "-- Select Action --", "-- Select Action --", and "Reviewed". A "Save" button is at the bottom right. A large red arrow points from the right side of the form towards the left, and another large red arrow points from the left side of the form towards the right.

## Step 6

### Instructions for ALC Chair or Designee

Follow previous steps 1 and 2 listed above.

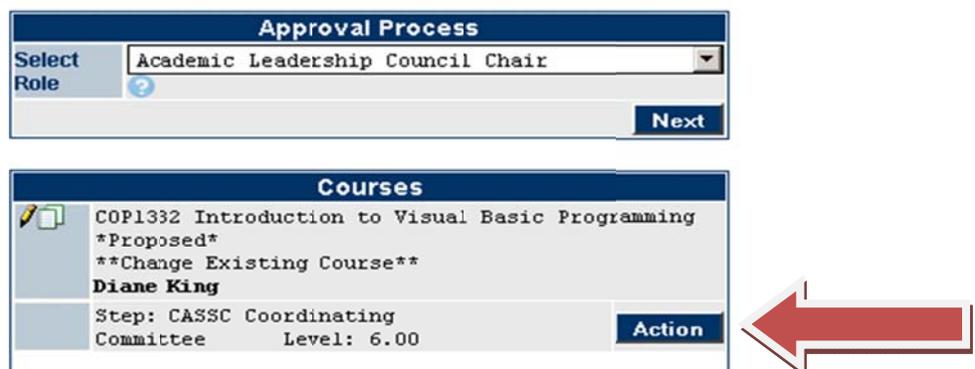
- To take action go to **"TRACK"** on the menu bar to the left and click on **"My Approvals"** and select your role from the drop down menu.



Approval Process	
Select Role	Academic Leadership Council Chair
	Next

**Note:** For summary information follow step 3.

To take action, close the pop-up window and click the **"Action"** button.

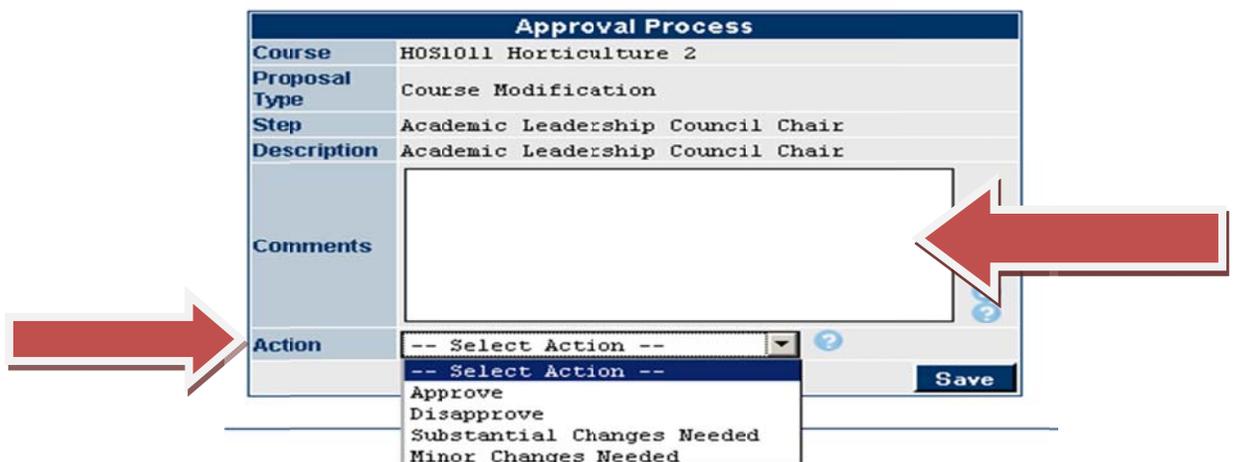


Approval Process	
Select Role	Academic Leadership Council Chair
	Next

Courses	
	COP1332 Introduction to Visual Basic Programming *Proposed* **Change Existing Course** <b>Diane King</b>
Step: CASSC Coordinating Committee	Level: 6.00
	Action

- Make comments as needed in the available field.
- On the **"Action"** field select the appropriate action from the dropdown menu and click **"Save"**:
  - Approve (will push the item forward to the next step in the approval path)
  - Disapprove (will remove the item from the approval path, and will automatically notify the Originator)
  - Substantial/Minor Changes Needed (will send the item back to the Originator for corrections)



Approval Process	
Course	HOS1011 Horticulture 2
Proposal Type	Course Modification
Step	Academic Leadership Council Chair
Description	Academic Leadership Council Chair
Comments	
Action	-- Select Action -- Approve Disapprove Substantial Changes Needed Minor Changes Needed
	Save