

## CurricUNET Instruction for Campus CASCC

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.

**Academic Programs**

Printer friendly version (Faculty/Staff) Log out

**ALERT**

The manual curriculum development process (e.g., paper forms 102, 103, 109, etc.) are being phased out. Please use the CurricUNET link below for curriculum development.

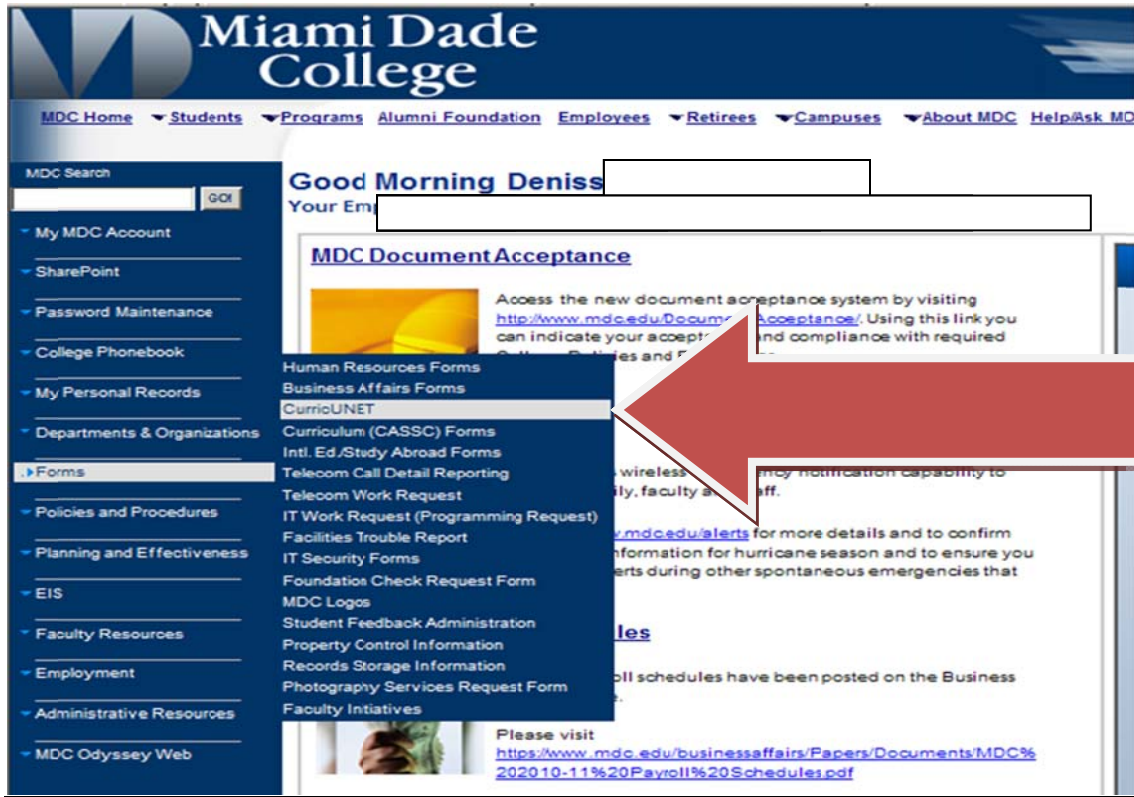
The additional curriculum development resources (Introduction, Develop A Course, Develop A Program) listed below are still available as "concept only" resources and will be replaced with CurricUNET - specific materials as we continue the transition from the manual to the on-line processes.

All curriculum must be proposed through CurricUNET. Contact the Office of Academic Programs for further assistance.

**CurricUNET**  
MDC CURRICULUM DEVELOPMENT

- 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 Campus CASSC members

- Your role is to review curriculum which has been submitted by the various schools/disciplines, and approved by the Academic Leadership Council (ALC)
- Please note that you will be notified through email alerts of any pending approvals

<p>Originator: Diane King</p> <p>Emily Adams</p> <p>Action on Campus CASSC Committee by Campus CASSC Committee is required for COMP 1332 Introduction to Visual Basic Programming.</p> <p>Comments: Approved to proceed to Campus CASSC.</p>
<p><a href="#">Login on To Curricunet</a></p> <ol style="list-style-type: none"> <li>1. Click on link titled "My Approvals" under Track on the left side of the page.</li> <li>2. Select appropriate role from the drop down box. Click "Next".</li> <li>3. A list of approvals waiting for you will be displayed.</li> <li>4. Click on the "Action" Button next to the approval process you want to take action on.</li> <li>5. Enter any comments related to the approval (remember everyone can view your comments).</li> <li>6. Select action you wish to take and click save.</li> <li>7. The "My approvals" page will be displayed, with any additional approvals for the select role.</li> </ol>

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

**CurricUNET** Miami Dade College

**Recent News**  
CurricUNET Release 2 is Currently in Implementation!

**Admin**  
Users  
Look-up Data  
Approval Process  
Help Screens  
Reports  
Extract

**Notifications**  
Notification

**Build**  
Courses  
Programs

**Track**  
My Proposals  
My Approvals  
All Proposals

**Reports/Interfaces**  
SLO Matrix  
Five Year Review  
CASSC Agenda/Minutes  
CASSC Process

**Links**  
Academic Programs at MDC  
Catalog 2010-2012  
Course Competencies  
Curriculum Report  
FACTS.org  
State Course Numbering System  
Taxonomy


**Search**  
Program  
Course  
Users

**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 shown. Followed by a Click on the “Summary”  icon to review the course or program information

**Approval Process**

Select Role: Campus CASSC Committee





Next

**Courses**

	COP1332 Introduction to Visual Basic Programming	
	Curriculum Action Summary	
	Course Impact Report	
	Course Competencies	Action
	Course Comparison	
	Programming C++ *Proposed*	
	**Change Existing Course**	
	<b>Julian Chiu</b>	
	Step: CASSC Coordinating Committee	
	Level: 6.00	Action
	COP2335 Advanced Object Oriented Programming using C++ *Proposed*	
	**Change Existing Course**	
	<b>Julian Chiu</b>	
	Step: CASSC Coordinating Committee	
	Level: 6.00	Action

Below is a sample screen shot of the "Curriculum Action Summary."

COMP 1332 Introduction to Visual Basic Programming	
<b>Curriculum Action Rationale:</b> Hard coding pre/co-requisite and modified course description to reflect this change	
<b>4 Credits(s)</b> <b>48 Hour(s) Lecture</b> <b>32 Hour(s) Laboratory</b>	
<b>COP1332</b>	<b>Introduction to Visual Basic Programming</b>
<b>Course Description:</b>	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)
<b>Course Type</b>	Lecture/Lab Combination
<b>Credit Type/Lvl</b>	01: ADVANCED AND PROFESSIONAL
<b>Gordon Rule</b>	No
<b>Grading</b>	AF - A through F
<b>Requisites</b>	Pre/Corequisite: CGS1060 Recommended preparation: Knowledge of high school algebra is recommended.
<b>Competencies</b>	<b>Competency 1: The student will demonstrate knowledge of computer system</b>

- 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 CASSC Committee
	<b>Next</b>


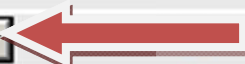
  

Courses	
COP1332 Introduction to Visual Basic Programming *Proposed* **Change Existing Course** <b>Diane King</b>	
Step: CASSC Coordinating Committee      Level: 6.00	<b>Action</b>
COP1334 Introduction to Object Oriented Programming C++ *Proposed* **Change Existing Course** <b>Julian Chiu</b>	
Step: CASSC Coordinating Committee      Level: 6.00	<b>Action</b>
COP2335 Advanced Object Oriented Programming using C++ *Proposed* **Change Existing Course** <b>Julian Chiu</b>	
Step: CASSC Coordinating Committee      Level: 6.00	<b>Action</b>



- On the “**Action**” field select the appropriate action from the dropdown menu:
  - Select the appropriate campus.
  - Click “**Reviewed**” and click “**Save**” (This action will push the item forward to the next step in the approval path).

Approval Process	
Course	HOS1011 Horticulture 2
Proposal Type	Course Modification
Step	Campus CASSC Committee
Description	Campus CASSC
Campus	--Select--
Action	-- Select Action --
	<b>Save</b>



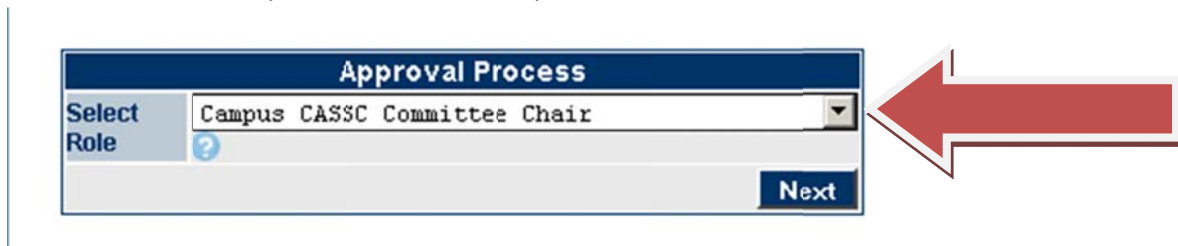
## Step 5

### Instructions for Campus CASSC Chair or Designee

The following process replaces the Campus CASSC Feedback form-114.

Follow previous steps 1 and 2 listed above.

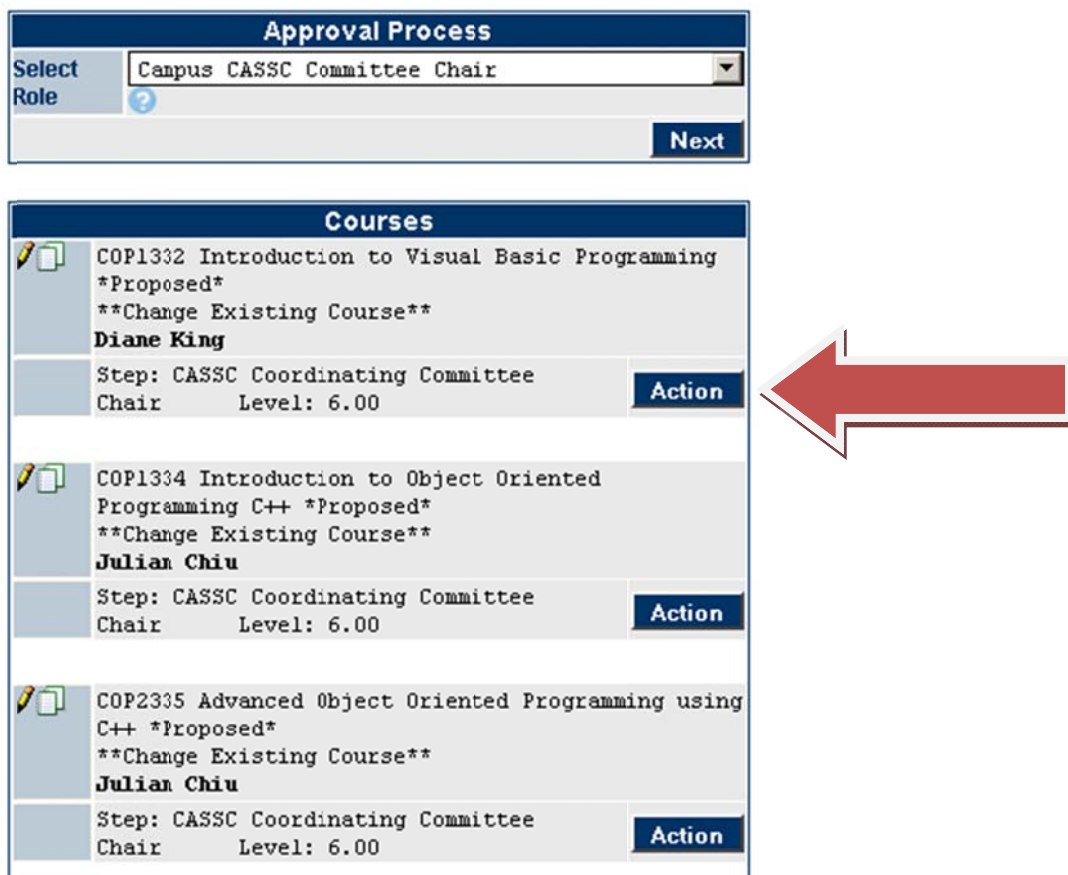
- To take action go to **"TRACK"** on the menu bar to the left and click on **"My Approvals"** and select your role from the drop down menu.






The screenshot shows a window titled "Approval Process". It has a "Select Role" dropdown menu with "Campus CASSC Committee Chair" selected. A blue question mark icon is visible below the dropdown. A "Next" button is located at the bottom right of the window. A large red arrow points from the right side of the window towards the "Next" button.

Note: For summary information follow step 3.

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



The screenshot shows a window titled "Courses" with a list of three courses. Each course entry includes a pencil icon, course details, and an "Action" button. A large red arrow points from the right side of the window towards the "Action" button of the first course entry.

Courses	
 COP1332 Introduction to Visual Basic Programming *Proposed* **Change Existing Course** <b>Diane King</b>	Step: CASSC Coordinating Committee Chair 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 Chair Level: 6.00 <b>Action</b>
 COP2335 Advanced Object Oriented Programming using C++ *Proposed* **Change Existing Course** <b>Julian Chiu</b>	Step: CASSC Coordinating Committee Chair Level: 6.00 <b>Action</b>

- On the *Comments for College CASSC* field, please insert the appropriate statement for College CASSC as applicable.
- Please insert the name of the presenter in the appropriate field
- On the "**Action**" field select the appropriate action from the dropdown menu and click "**Save**" (This action will push the item forward to the next step in the approval path).
  - Recommended
  - Not Recommended
  - No Action

The screenshot shows a web form titled "Approval Process" with the following fields and values:

Approval Process	
Course	COP1332 Introduction to Visual Basic Programming
Proposal Type	Course Modification
Step	Campus CASSC Committee Chair
Description	Campus CASSC Committee Chair
Comments for College CASSC	<input type="text"/>
Presented By:	<input type="text" value="Dr. Diane King"/>
Campus	<input type="text" value="Wolfson"/>
Action	<input type="text" value="-- Select Action --"/>
	<input type="button" value="Save"/>

Red arrows point to the following elements:

- The "Comments for College CASSC" text area.
- The "Presented By:" text input field.
- The "Campus" dropdown menu.
- The "Action" dropdown menu, which is open and shows the following options: "-- Select Action --", "Recommended", "Not recommended", and "No action".