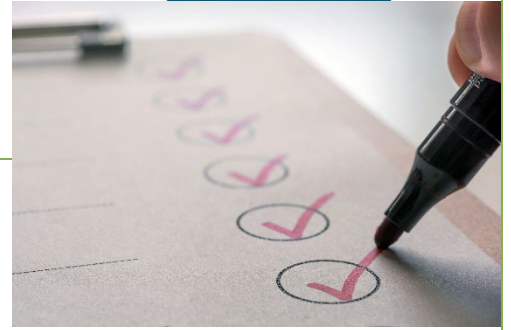


# COMPTON COLLEGE CURRIQUINET CHECKLIST

Use this checklist to help guide the creation of course proposals in Curriquet, accessed through the tile in MyCompton. You are required to review and ensure the completion and accuracy of each Tab in Curriquet.



## CREATE PROPOSAL

- Click **Create Proposal** in the top right corner.
- Proposal Type:**
  - **Course Review**- Select this option for course revisions and standard course review proposals.
  - **CTE Course Two-Year Review**- Select this option for CTE course revisions and review proposals.
  - **New Course Proposal**- Select this option to create new courses.
- Example:
  - **Course Review**- Search for the course using the **Find Proposal**. Once identified, click **Select Proposal**. Click **Next** and **Create Proposal**.
  - You have now created a course proposal and will be able to work on it in “Draft” status.
  - When all required fields have been completed through the tabs, you can **Launch** the proposal to begin the College Curriculum Committee team review and approval process.

## BASIC COURSE INFORMATION

- Division
- Justification for Proposing Course Review or New Course:
  - Provide a summary of changes completed or proposed for the updates such as DE addendum, Units, Hours, Textbooks, Conditions of Enrollment, regular course review, etc.
  - Select all boxes that apply to Course Review proposals.

## COURSE STANDARDS

- Lecture Hours (1 unit = 18 hours)
- Activity Hours (1 unit = 36 hours)\*
- Lab Hours (1 unit = 54 hours) \*
- \*Note: to view the Lab Hours option, ensure “This course has activity/lab content” is checked.
- Grading Method

## CONTENT

- Verify that the total applicable Lecture and/or Lab Hours entered add up to the correct Total Hours listed in the Course Standards tab.
- Enter Course Content individually by clicking **Add Item**.
- Content Category :  
Edit the Content Category to Lecture (or Lab) in the bar above each entry by clicking the pencil icon and selecting the applicable category.

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## COURSE OBJECTIVES

- Enter Course Objectives individually by clicking **Add Item**.
- Objectives Category :
  - Edit the Objectives Category to Lecture (or Lab) in the bar above each entry by clicking the pencil icon and selecting the applicable category.

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## STUDENT LEARNING OUTCOMES

- Enter Student Learning Outcomes (SLOs) individually by clicking **Add Item**.
- Match each SLO to all applicable ILOs.

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## METHODS OF EVALUATION AND EXAMINATION

- Exams/Quizzes
- Select all applicable Methods
- Typical Assignments

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## COURSE MATERIALS

- At least one textbook's publication date should be less than five years unless it is a Classic in the field of study.

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## REQUISITES

- Course Requisites
- To add requisites or advisories, select "Yes."
  - Click **Add Item**, select Requisite Type and Requisite Course. **Save**.

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## CONTENT REVIEW

- Complete this tab if the course has any course requisites or course advisories.
  - Select "Yes" from the drop-down menu.
  - Click **Add Item**. All courses that require the Content Review will appear.

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## METHODS OF INSTRUCTION

- Check all methods that apply.

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## DISTANCE EDUCATION

- All courses must have the Distance Education (DE) addendum completed.

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## STEPS TO SUBMIT REQUESTED CHANGES

- If a Curriculum Review Member has requested changes, you must make the necessary edits and resubmit/COMMIT to continue the approval process.
- Log into Curriqnet:
- Make Revisions**
  - Click **Approvals** at the top left.
  - Click on the course to edit. Note: The courses highlighted in red are pending corrections.
  - Click **View Course Proposal** at the top left. Complete the necessary corrections and SAVE.
  - Once all changes are completed, click **Approvals**.
- Commit/Resubmit:**
  - Click **Approvals** and select the same course for resubmission.
  - At the top left, click the **Action** drop-down menu and select **Requested Changes Made**.
  - Note the changes made in the **Comments** section. Click **Commit**.