

## How to Access and Revise Courses Held for Changes by Dean

Step 1: Log in to CurricUNET and click on the TRACK My Proposals Link


The screenshot shows the CurricUNET homepage for Modesto Junior College. The header includes the college name and the tagline 'CURRICULUM, OUTCOMES, AND PROGRAM REVIEW AT MJC'. A navigation sidebar on the left contains several categories: 'Prefs', 'Build', 'Track', and 'Links'. A red arrow points to the 'Track' category, which includes a sub-link for 'My Proposals'. The main content area features a banner with the text 'Own your future.' and a group of students. Below the banner, there are sections for technical support and curriculum development assistance. On the right side, there is a 'Recent News' section with several announcements regarding curriculum review meetings and submission deadlines.

Step 2: The next screen will display the list of courses have been held for changes. Click on “Check Status” link to access approval stream comments.

The screenshot shows the 'All Proposals' page in CurricUNET. The page is divided into several sections: 'Courses', 'Programs', 'Outcomes', and 'Program Reviews'. The 'Courses' section contains a table with three entries, each with a 'Check Status' link. The other sections are currently empty. A 'Help' box on the right indicates that no help is available for this page. The left sidebar is visible, showing the 'Track' menu with 'My Proposals' selected.

All Proposals	
<b>Courses</b>	
<a href="#">Check Status</a>	PEM 112 Beginning Basketball Periodic Review (P)
<a href="#">Check Status</a>	PEM 113 Intermediate Basketball Periodic Review (P)
<a href="#">Check Status</a>	PEM 114 Advanced Basketball Periodic Review (P)
<b>Programs</b>	
No Programs.	
<b>Outcomes</b>	
No Outcomes.	
<b>Program Reviews</b>	
No Program Reviews.	

Step 3: Click on Pencil icon  to start edit mode for the course.



**MODESTO JUNIOR COLLEGE CURRICUNET**  
CURRICULUM, OUTCOMES, AND PROGRAM REVIEW AT MJC

Welcome, Paul [Log Out](#)

[CurricUNET Home](#)  
[Track](#)

**Track**  
My Proposals  
My Approvals  
All Proposals  
Completed Proposals

**Links**  
"Copy Program Review" Video  
"Don't Paste from Word" Video  
"How to Update CLOs" Video  
"Productivity Explained" Video  
"Productivity Ratios - Details" Video  
2011 PR Comments Assist  
CCCCO References  
COR: Curric Ref Guide  
Dean's CB Data Defs  
MJC Curriculum

PEM 112 Beginning Basketball	
Launch	2012-11-13 17:38:29.0
Process Version	Periodic Review
Visual	<a href="#">Visual</a>
	
<b>Author Submits 151</b>	<b>1 (required)</b>
Cheryl Mulder Done 11/13/2012	
Action: Launch	
Next Level: 2.00	
<b>Division Curriculum Rep 149</b>	<b>2 (required)</b>
Cheryl Mulder Done 11/13/2012	
Action: Forward	
<b>Dean 152</b>	<b>3 (required)</b>
William Kaiser Done 11/14/2012	
Action: Forward	
Changes completed. Forward	
Next Level: 4.00	
William Kaiser Done 11/14/2012	
Action: Hold For Changes	
Held for Cheryl to request expedited approval.	
Next Level: 3.00	

**Help**  
There is currently no help available for this page. [More](#)

Step 4: Make necessary revisions.



**MODESTO JUNIOR COLLEGE CURRICUNET**  
CURRICULUM, OUTCOMES, AND PROGRAM REVIEW AT MJC

Welcome, Paul [Log Out](#)

[CurricUNET Home](#)  
[Build](#)  
[Courses](#)  
[Edit Course](#)

**Edit Course**  


Course Construction Main Menu	
Course Number	112
Course Title	Beginning Basketball
Short Title	
Co-Contributor(s)	Mulder, Cheryl ( <a href="#">edit</a> ) <a href="#">Add a Co-Contributor</a>

**Course Checklist**

- Main**
- Cover**
- Cross Listed Courses
- Units/Hours**
- Technical Details**
- Institutional Learning Outcomes
- Course Learning Outcomes**
- Methods of Evaluation**
- Objectives
- Lab Objectives**
- Course Content
- Lab Content**
- Methods of Instruction**
- Assignments**
- Distance Ed
- Honors
- Texts and Other Readings**
- Requisite Skills**
- Requisites/Limit on Enrollment**
- Comparable Courses**
- Gen Ed & Transfer**
- Library**
- Attached Files**

112 Beginning Basketball  
PEM-PE: Men's Activities  
Brogan, Paul

Beginning Basketball  
PEM 112 Existing proposal.

**Links**  
"Copy Program Review" Video  
"Don't Paste from Word" Video  
"How to Update CLOs" Video  
"Productivity Explained" Video  
"Productivity Ratios - Details" Video  
2011 PR Comments Assist

Step 5: Once you have made the revisions, inform your dean. NOTE: There is no relaunch for courses that are held at dean level, so you need to communicate with your dean that you have made changes so he/she may re-review and forward the course to technical review.