

How to Access, Revise, and Return Courses Sent Back by Technical Review

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

The screenshot shows the CurricUNET homepage with a navigation menu on the left. A red arrow points to the 'Track' section, which contains the following items:

- My Proposals
- My Approvals
- All Proposals
- My Resource Requests
- My Rankings
- All Rankings
- Archived Requests

The main content area features a banner with the text 'Own your future.' and a group of students. Below the banner, there is contact information for technical support and curriculum development assistance.

Step 2: The next screen will display the list of courses have been returned to you.

The screenshot shows the 'Approval Process' screen. The 'Courses' section displays the following information:

Course ID	Course Name	Author	Level	Action
AGM 280	Mobile Machinery Hydraulic Systems	Todd Conrado	3.50	Action

The 'Programs', 'Catalog Descriptions', 'Outcome Assessments', and 'Program Reviews' sections all show 'You have no Approvals.'

Step 3: Click on Comments icon  to access approval stream comments.

CURRICULUM, OUTCOMES, AND PROGRAM REVIEW AT MJC

Welcome, Todd [Log Out](#)


[CurricUNET Home](#)

Track


My Proposals
My Approvals
All Proposals
Completed Proposals

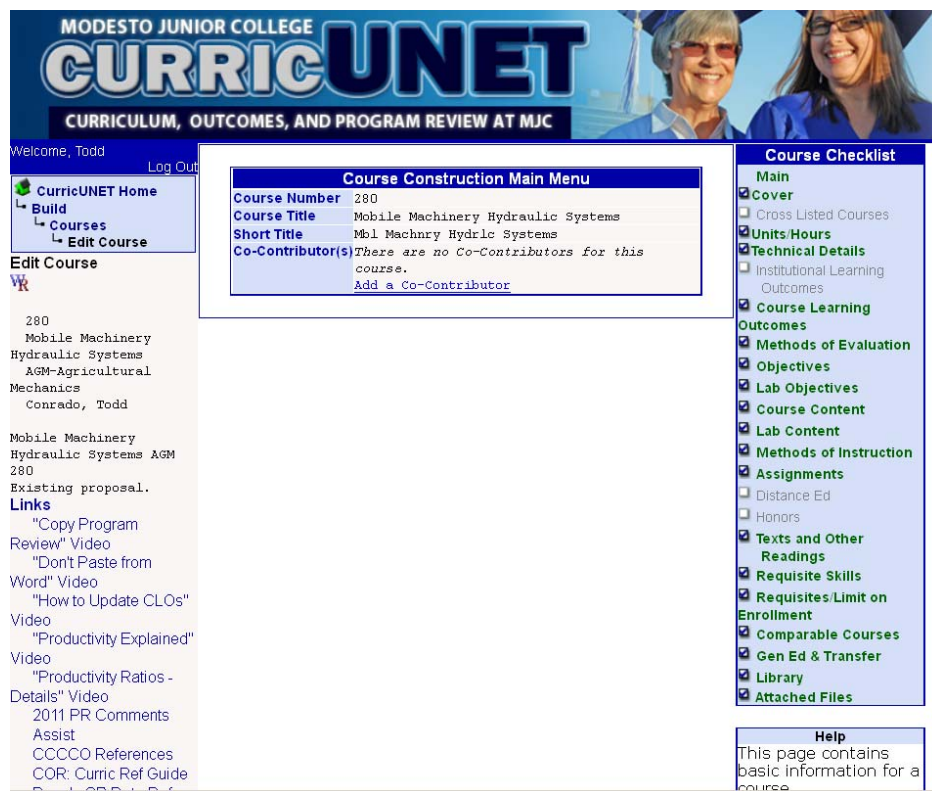
Links

"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 Website
Special Characters
Student Fee Handbook
TOP Codes (Rev 09/2012)
Taxonomy

AGM 280 Mobile Machinery Hydraulic Systems	
Launch	2012-09-13 13:47:32.0
Process Version	Periodic Review
Visual	Visual
	
Author Submits 151	1 (required)
Todd Conrado	Done 09/13/2012
Action: Launch	
Next Level: 2.00	
Division Curriculum Rep 149	2 (required)
Marlies Boyd	Done 09/18/2012
Action: Forward	
Dean 152	3 (required)
Mark Anglin	Done 10/08/2012
Action: Forward	
Everything appears to be in order.	
Next Level: 4.00	
Mark Anglin	Done 09/27/2012
Action: Hold For Changes	
Next Level: 3.00	
Change Step 148	3.5 (required)
Author	Awaiting Approval
Articulation Officer 160	4 (required)
Ruth Cranley	Done 10/12/2012
Action: Forward	
Reviewed	
Technical Review Committee Chair 154	4 (required)
Barbara Adams	Done 10/17/2012
Action: Request For Change	
Sending back to author to reformat content section using Outline tool, add discipline(s) to cover, and to address other technical review comments.	
Next Level: 3.50	

Technical Review Committee Member 153	4 (optional)
Ruth Cranley	Done 10/17/2012
Action: Reviewed	
1) You went from recommending three courses as requisites to no courses being recommended as requisites. Is this intentional or an error?	
2) Content needs to be formatted.	
3) " < nbsp;" this appears near the end of the content section. What does it mean. It is probably a result of a cut and paste job.	
Barbara Adams	Done 10/17/2012
Action: Reviewed	
1. No discipline(s) selected on cover.	
2. Content section needs to be reformatted using Content tool.	
3. I reformatted lab content section using Outline tool.	
4. Assignments (quality) has one typical assignment. It seems it should include at least one or two exam questions or other assignments.	
5. Objectives section had required and recommended goals as headings. I removed these and changed the recommended objective from the "type" drop down so the objectives would display correctly in WR.	
6. Based on Amazon search, the text is most recent edition. I added into justification for outdated text the following: This is the most recent edition.	
Letitia Miller	Done 10/16/2012
Action: Reviewed	
PASSES INSTRUCTION OFFICE AUDIT	
Course Comparison 307	4 (required)
Lilia Gerasimchuk	Done 10/16/2012
Action: Reviewed	
Forward	
Data Auditor 155	4 (optional)
Data Auditor / Enrollment Restrictions	Awaiting Approval

Step 4: Click on Pencil icon  to start edit mode for the course and make necessary revisions.



The screenshot shows the CURRICUNET interface for course editing. At the top, it says "MODESTO JUNIOR COLLEGE CURRICUNET CURRICULUM, OUTCOMES, AND PROGRAM REVIEW AT MJC". Below this, there's a navigation menu on the left with options like "CurricUNET Home", "Build", "Courses", and "Edit Course". The main content area is titled "Course Construction Main Menu" and displays the following information:

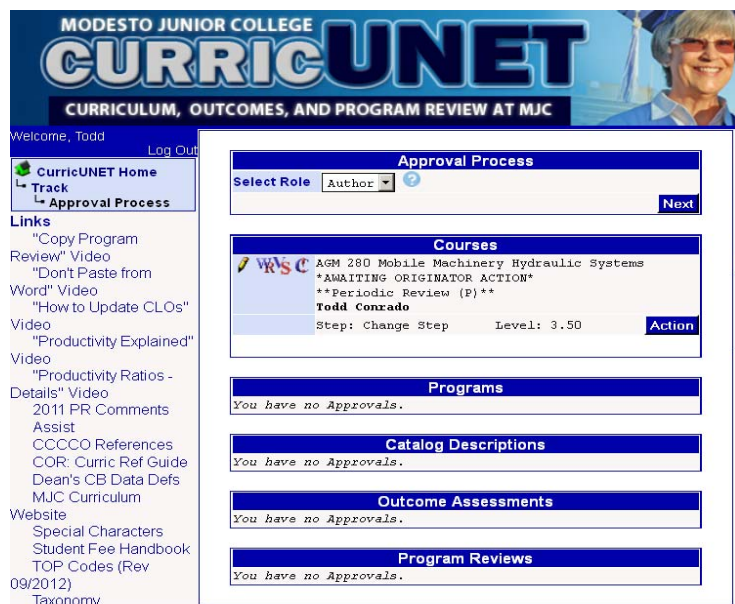
- Course Number:** 280
- Course Title:** Mobile Machinery Hydraulic Systems
- Short Title:** Mbl Machnry Hydlrc Systems
- Co-Contributor(s):** There are no Co-Contributors for this course. [Add a Co-Contributor](#)

On the right side, there is a "Course Checklist" with various categories and checkboxes:

- 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
- Help**


This page contains basic information for a course.

Step 5: Once you have made the revisions, go back to the My Approvals box.



The screenshot shows the CURRICUNET interface for the approval process. At the top, it says "MODESTO JUNIOR COLLEGE CURRICUNET CURRICULUM, OUTCOMES, AND PROGRAM REVIEW AT MJC". Below this, there's a navigation menu on the left with options like "CurricUNET Home", "Track", and "Approval Process". The main content area is titled "Approval Process" and displays the following information:

- Select Role:** Author
- Courses**

	AGM 280 Mobile Machinery Hydraulic Systems
AWAITING ORIGINATOR ACTION	
Periodic Review (P)	
Todd Conrado	
Step: Change Step	Level: 3.50 <input type="button" value="Action"/>
- Programs**

You have no Approvals.
- Catalog Descriptions**

You have no Approvals.
- Outcome Assessments**

You have no Approvals.
- Program Reviews**

You have no Approvals.

Step 6: Click on the blue Action Button.

The screenshot displays the CURRICUNET interface for Modesto Junior College. At the top, the logo reads "MODESTO JUNIOR COLLEGE CURRICUNET" with the tagline "CURRICULUM, OUTCOMES, AND PROGRAM REVIEW AT MJC". Below the logo is a photo of a woman in a graduation cap. The main content area is titled "Approval Process" and contains the following information:

Course	AGM 280 Mobile Machinery Hydraulic Systems
Proposal Type	Periodic Review
Step	Change Step
Description	Change Step

Below this information is a large text area labeled "Approval stream comments". At the bottom of the form, there is an "Action" dropdown menu with the following options:

- Select Action --
- Select Action --
- Reviewed and made changes

A blue "Save" button is located to the right of the dropdown menu. On the left side of the interface, there is a navigation menu with "Approval Process" selected. On the right side, there is a vertical sidebar with the text "Ma", "cor", "Sel", "dro", "No", "not", "exp".

Governet

Step 7: Enter any necessary comments, choose Reviewed and made changes from the dropdown, and hit the blue Save button. This will send the course back to technical review level. It will not need to be re-reviewed and approved by the rep and the dean.

HELPFUL TIPS:

1. You can view how your outline displays by hovering over the WR icon and choosing the Course Outline link. Technical review committee members and curriculum committee members review the outline in addition to the fields in the checklist.
2. You will NOT see a submit button when a course has been sent back to you from technical review level. You will need to relaunch it through the approval process, as the submit button is only available for the original submission.