

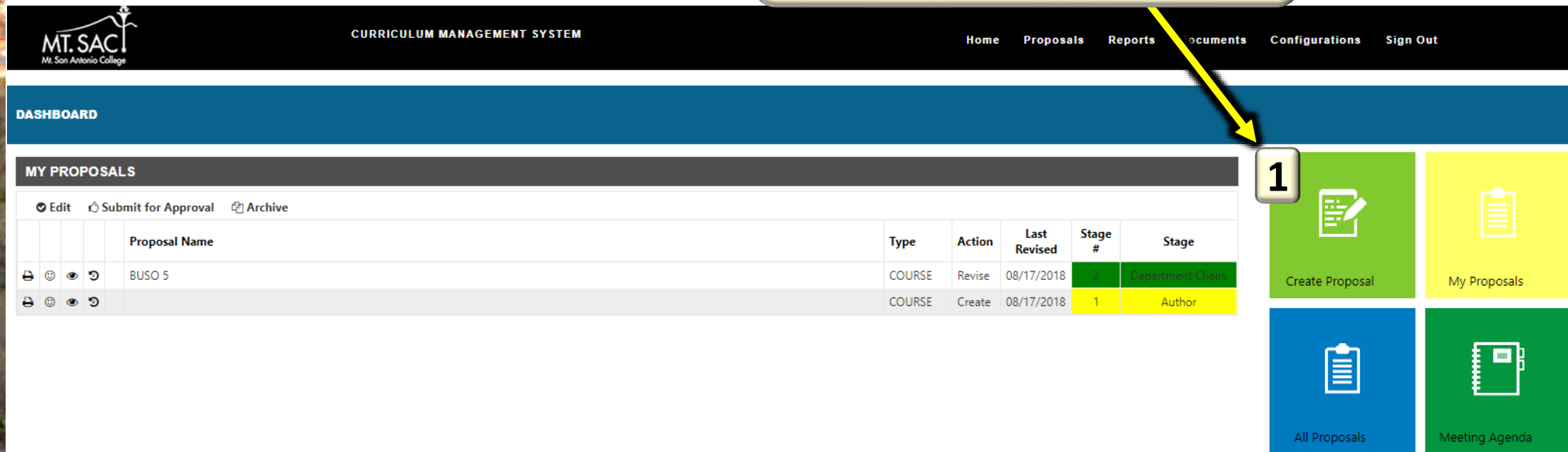


Creating Proposals – Credit Courses

WebCMS 10.0

The Dashboard – 1. Create Proposal

1. Create Proposal – create a new program or course.



MT. SAC
Mt. San Antonio College

CURRICULUM MANAGEMENT SYSTEM

Home Proposals Reports Documents Configurations Sign Out

DASHBOARD

MY PROPOSALS

✎ Edit ✎ Submit for Approval 🗄 Archive

		Proposal Name	Type	Action	Last Revised	Stage #	Stage		
🗄	😊	👁	🔄	BUSO 5	COURSE	Revise	08/17/2018	2	Deadlined Chair
🗄	😊	👁	🔄		COURSE	Create	08/17/2018	1	Author

1


Create Proposal

My Proposals

All Proposals

Meeting Agenda

1. Creating a Proposal - Course

**CURRICULUM MANAGEMENT SYSTEM**

Home | **Proposals** | Sign Out

WHAT WOULD YOU LIKE TO DO?

MANAGE PROGRAMS

New | Revise | Archive

Program

A.S. Degree in Public Health

AA Dance

AA-T Film-Television-Electronic Media

Accounting

Accounting

Accounting - Bookkeeping

Accounting - Computerized

Accounting - Financial Planning

Accounting - Managerial

Accounting - Payroll

Accounting -Tax Preparation

MANAGE COURSE

New | Revise | Archive

Subject	Course Number	Title	Approval Date
All	<input type="text"/>	<input type="text"/>	<input type="text"/>
ACCS	30	Academic Success Strategies for Students with Disabilities	06/27/2018
ACCS	31	Memory Strategies for Students with Disabilities	06/27/2018
AD	1	Alcohol and Drug Dependency	10/11/2017
AD	10	Client Record and Documentation	02/25/2014
AD	11	Techniques of Intervention and Referral	10/25/2016
AD	15A	Introduction to Laws and Ethics for Addictions Counselors	05/09/2018
AD	15B	Law and Ethics For Addictions Counselors	05/09/2018
		Physiological Effects of Alcohol and Drugs	10/11/2017
		Chemical Dependency: Intervention, Treatment and Recovery	10/11/2017

WebCMS Test Account - 1. Author

Powered by ITPI.

Add a new course.

Modify a course.

*Filter by course prefix, title, and number.

1. Create Proposal – Course (Section 1 - Basis)

PROPOSAL - COURSE : []

Section 1 Section 2 Section 3 Section 4 Section 5 Section 6

Supplemental Forms

Save

Print

Change Log

Refresh

Help

Section 1 - Basis

1. Submitted by ?

2. **Student Learning Outcomes**

3. Attachments: Department minutes required. Advisory minutes may be attached if available. Attach other documentation, such as overlap consultation, here as well. ?

Upload Document

File Description	Attachment Type	Attachment	Edit
No records to display.			

4. Distance Education Certification

☐ Yes ☒ No ?

Effective Term: To be completed by Instruction Office

*You will notice comment bubbles next to required fields. These bubbles will enable you view comments from Curriculum Office and will be highlighted when there is a comment available.

Enter detailed information for the new course proposal.

Useful Links

[Assist College Source Chancellor Office](#)

1. Create Proposal – Course (Section 2 – Course Identification)

Select **Credit**.

*If **credit** is selected, only fields necessary for **credit** will appear.

Enter detailed information for the new course proposal.

PROPOSAL - COURSE : []

Section 1 Section 2 Section 3 Section 4

Supplemental Forms

Save

Refresh

Help

Useful Links

[Assist](#)
[College Source](#)
[Chancellor Office](#)

Section 2 - Course Identification

5. Course Type ? ?

☐ C Credit
☐ N Noncredit

6. Course ID

7. Course Title (FULL) ? ?

8. Course Division ? ?

10. Course Subject ? ?

Course Number


Course Title (SHORT)

9. Course Department
Accessibility Resource Center for Stud

11. Discipline (Optional for Noncredit)

☐ Accounting
☐ Addition Paraprofessional Training
☐ Administration of Justice
☐ Aeronautics
☐ Agriculture
☐ Agriculture Business and Related Services
☐ Agricultural Engineering

1. Create Proposal – Course (Section 3 – Course Attributes)

**CURRICULUM MANAGEMENT SYSTEM**

HomeProposalsReportsDocumentsConfigurations

PROPOSAL - COURSE : []

Section 1Section 2Section 3Section 4Section 5Section 6

Supplemental Forms

Save

Print

Change Log

Refresh

Help

Useful Links

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[College Source](#)
[Chancellor Office](#)

Section 3 - Course Attributes

15. Course Credit Status :

16. Basic Skills

☐ Basic Skills Course

☐ Not Applicable

17. Pre-Collegiate Level

A - One Level Below Transfer

18. SAM Priority Code

☐ A - Apprenticeship (Courses offered to apprentices only)

☐ B - Advanced Occupational (Courses taken in the advanced stages of an occupational program. Each "B" level courses must have a "C" level prerequisite in the same program area.)

☐ C - Clearly Occupational (Courses taken in the middle stages of an occupational program. Should provide the student with entry-level job skills)

☐ D - Possibly Occupational (Courses taken in the beginning stages of an occupational program.)

☐ E - Non Occupational

Powered by ITPI.

WebCMS Test Account - 1. Author

Enter detailed information for the new course proposal.

1. Create Proposal – Course (Section 3 – Preconditions for Enrollment)

The screenshot displays a web application interface for creating a course proposal. At the top, a dark blue header bar is present. Below it, a horizontal navigation bar contains tabs for Section 1, Section 2, Section 3 (which is the active tab), Section 4, Section 5, and Section 6. On the left side, there is a vertical menu with buttons for 'Supplemental Forms', 'Save', 'Print', 'Change Log', 'Refresh', and 'Help'. The main content area is titled 'Section 3 - Course Attributes' and contains a sub-section '25. Prerequisites, Co-Requisites or Advisories for Enrollment (Entry Standards)' with the instruction 'Please complete Content Review Form'. Below this, there is a form with four radio button options: 'Adding prerequisites, corequisites or advisories', 'Maintaining prerequisites, corequisites or advisories', 'None', and 'Removing prerequisites, corequisites or advisories'. A yellow callout box with a question mark icon and a speech bubble icon points to the 'Adding' option. Below the callout box, a yellow arrow points to the 'Preconditions For Enrollment' tab in the navigation bar. At the bottom of the form, there is another horizontal navigation bar with tabs for Section 1, Section 2, Section 3 (active), 'Preconditions For Enrollment', Section 4, and Section 5. Below this, the title 'Section 3 - Course Attributes' is repeated, followed by buttons for 'Supplemental Forms', 'Save', and 'Print'.

Section 1 Section 2 Section 3 Section 4 Section 5 Section 6

Supplemental Forms

Save

Print

Change Log

Refresh

Help

Section 3 - Course Attributes

25. Prerequisites, Co-Requisites or Advisories for Enrollment (Entry Standards)
Please complete Content Review Form

☐ Adding prerequisites, corequisites or advisories

☐ Maintaining prerequisites, corequisites or advisories

☐ None

☐ Removing prerequisites, corequisites or advisories

Section 1 Section 2 Section 3 Section 4 Section 5 Section 6

Section 3 - Course Attributes

Supplemental Forms

Save

Print

In Prerequisites, Co-Requisites or Advisories for Enrollment: if Adding, Maintaining or Removing is selected. A new section will appear for entry.

1. Create Proposal – Course (Section 3 – Preconditions for Enrollment)

Example:

ENGL 68 Preparation for College Writing

4 Units (Not Degree Applicable)

(May be taken for option of letter grade or Pass/No Pass)

Lecture: 72

Prerequisite: [ENGL 67](#) or [AMLA 43W](#) or satisfactory score on the English Placement Test

Development of the academic essay based on critical reading of texts.

Reviews paragraph structure and introduces principles of documentation. Continues to develop critical thinking through reading of and writing about increasingly complex texts.

1. Simply filter or sort for Subject.

2. Drag and drop course into the right box.

4. Make sure to Save.

3. Add And/ Or, Type and Requisite is being criteria.

Section 1 Section 2 Section 3 **Preconditions For Enrollment** Section 4 Section 5

Section 6

Show/Hide Course List

SEARCH COURSES

Subject	Course Number	Title	status
AMLA			
AMLA	90	Accelerated Developmental Writing for AMLA	Proposa
AMLA	90	Accelerated Developmental Writing for AMLA	Proposa
AMLA	90	Accelerated Developmental Writing for AMLA	Official
AMLA	80	Intermediate to Advanced Writing and Reading	Future
AMLA	70	Basic to Intermediate Writing and Reading	Future
AMLA	43W	American Language Advanced Writing	Proposa
AMLA	43W	American Language Advanced Writing	Official
AMLA	42W	American Language Intermediate Writing	Official

REQUISITES FOR :

Save X Cancel Refresh

And/Or	Course	Type	Req. is Being
	ENGL - 67 - Writing Fundamentals	Prerequisite	Reviewed
Or	AMLA - 43W - American Language Advanced Writing	Prerequisite	Reviewed

1. Create Proposal – Course (Section 4 – Workload Values)

Supplemental Forms

Save

Print

Change Log

Refresh

Help

Useful Links

[Assist](#)

[College Source](#)

[Chancellor Office](#)

Section 1Section 2Section 3Preconditions For Section 6

Section 4 - Course Workload Values

25. Faculty Contact Hours ? ?

	Lecture	Lab	Activity/Clinical	Total
Minimum Contact Hours	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Maximum Contact Hours	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Out of Class Hours	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
TBA	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Scheduled Hours	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Units Range	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

26. Lab/Lecture Parity ? ? ☐ Yes ☒ No

27. Methods of Instruction
Select all that apply.
☐ Lecture

*Matrix will calculate Units based off of hours.

Enter detailed information for the new course proposal.

1. Create Proposal – Course (Section 5 – Credit Courses Certifications)

Section 1 Section 2 Section 3 Preconditions For Enrollment Section 4 **Section 5**
Section 6

CREDIT ONLY

Section 5 - Course Certifications

Supplemental Forms

Save

Print

Change Log

Refresh

Help

Useful Links

[Assist](#)
[College Source](#)
[Chancellor Office](#)

27. Course General Education Status
This element indicates whether a course fulfills general education requirements in the context of transfer, degree and certificate programs.

☐ Coding: A

Meaning
Course meets any of the following :

CSU General Education Breadth Area A2 : Written Communication
CSU General Education Breadth Area A3 : Critical Thinking
UC IGETC Area 1A : English Composition
UC IGETC Area 1B : Critical Thinking-English Composition

OR

Course has a education certification or articulation agreement that ensures the course fulfills English composition at an accredited four-year institution

OR

Course fulfills local general education requirements for English Composition as outlined in Title 5 Section 55063

☐ Coding: B

Meaning
Course meets any of the following :

CSU General Education Breadth Area B3 : Mathematics/Quantitative Reasoning
UC IGETC Area 2 : Mathematical Concepts and Quantitative Reasoning

OR

Course has a education certification or articulation agreement that ensures the course fulfills English composition at an accredited four-year institution

OR

Course fulfills local general education requirements for Analytical Thinking or Mathematical Competency as

New CB 25, 26 and 27 selections available.

Enter detailed information for the new course proposal.

1. Create Proposal – Course (Section 6 – Course Outline)

Section 1 Section 2 Section 3 Preconditions For Enrollment Section 4 Section 5

Section 6

Section 6 - Course Outline Information

33. Catalog Description

B *I* U

-

[Link](#) [Unlink](#)

34. Schedule Description

B *I* U

-

[Link](#) [Unlink](#)

Supplemental Forms

Save

Print

Change Log

Refresh

Help

Useful Links

[Assist](#)

[College Source](#)

[Chancellor Office](#)

Enter detailed information for the new course proposal.

1. Create Proposal – Course (Section 6 – Text Entry #1)

***There are fields that require for the author to “add” text.**

1. Select Add.

3. Select Save.

2. Add Description.
***to add more, simply select add again.**

35. Course Outline with Information

? Lecture Topical Outline

+ Add	Save	Cancel
Description		
Simply provide a description 1		
description 2		
etc.		

Refresh

LAB Topical Hours ?

+ Add	Save	Cancel
Description		

Refresh

1. Create Proposal – Course (Section 6 – Text Entry #2)

***There are other fields that contain additional text boxes.**



Make sure to save!

1. Select add.

2. Make entry.

3. Select checkmark to save.

Category 1. Substantial written assignments for this course include:

	Description	
1	Make your entries here.	🗑️
2		✓ ✕ 🗑️

If the course is degree applicable, substantial written assignments in this course are inappropriate

	Description	
No records to display.		

Category

	Description	
No records to display.		

***Repeat this process as necessary for additional entries.**



Submit for Approval

Submitting for Approval

DASHBOARD

MY PROPOSALS

[Edit](#) [Submit for Approval](#) [Archive](#)

				Proposal Name	Type	Action	Last Revised	Stage #	Stage
					PROGRAM	Create	07/18/2019	1	1. Author
					PROGRAM	Create	07/18/2019	1	1. Author
					COURSE	Create	07/18/2019	1	1. Author
				ACCS 30	COURSE	Revise	07/16/2019	1	1. Author
					COURSE	Create	07/16/2019	1	1. Author
					COURSE	Create	07/16/2019	1	1. Author

1. Locate proposal on dashboard.

2. Submit for approval.

Create Proposal

My Proposals

All Proposals

Meeting Agenda

Submitting for Approval

3. New Window will populate.
If any issues are found, the
proposal cannot be submitted
to next stage.

The screenshot shows a web browser window with a blue title bar. The page has a dark blue header with the text "SUBMIT PROPOSAL TO NEXT STAGE". Below the header, the text "Proposal(s) to be submitted :" is followed by "ACCS 30 (This proposal has errors and cannot be submitted to the next stage.)" in red. Below this, a greyed-out text says "Please provide any additional information (notes) that you wish to attach to the proposal. These notes will be visible on the proposal's audit trail. When you have finished, click 'Submit'." Below the text is a "Notes :" label and a large text area with a rich text editor toolbar. At the bottom, there are three tabs: "Design" (active), "HTML", and "Preview". Below the tabs is a "Submit" button. A yellow arrow points from the "Submit" button to a callout box labeled "5. Select submit." Another yellow arrow points from the "Notes" text area to a callout box labeled "4. Ability to add comments." A third yellow arrow points from the top of the browser window to a callout box labeled "3. New Window will populate. If any issues are found, the proposal cannot be submitted to next stage."

SUBMIT PROPOSAL TO NEXT STAGE

Proposal(s) to be submitted :
ACCS 30 (This proposal has errors and cannot be submitted to the next stage.)

Please provide any additional information (notes) that you wish to attach to the proposal. These notes will be visible on the proposal's audit trail. When you have finished, click 'Submit'.

Notes :

B I U | A ▼ ▼ | ▼ ▼ ▼ | ▼ ▼ ▼ | ▼ ▼ ▼ | ▼ ▼ ▼

Design <> HTML + Preview

Submit

4. Ability to add
comments.

5. Select
submit.

Select Stages - Author

*Authors will have access to Stages 1, 5 and 9 in the WebCMS process.

The screenshot shows the MT. SAC Curriculum Management System interface. The top navigation bar includes links for Home, Proposals, Reports, Documents, Configurations, and Sign Out. The 'Configurations' dropdown menu is open, showing options for View Profile and Select Stage. A yellow callout box labeled '1. Select Configurations.' points to the 'Configurations' link. Below the navigation bar, there is a table with columns for Type, Action, Last Revised, Stage #, and Stage. The table lists several stages, with the first one highlighted in blue. A yellow callout box labeled '2. Select stage.' points to the 'Select Stage' option in the dropdown menu. At the bottom of the page, a yellow callout box labeled '3. Bottom of page will identify what stage you are currently in.' points to the user information 'WebCMS Test Account - 1. Author'.

MT. SAC
Mt. San Antonio College

CURRICULUM MANAGEMENT SYSTEM

Home Proposals Reports Documents Configurations Sign Out

View Profile
Select Stage

1. Select Configurations.

2. Select stage.

Type	Action	Last Revised	Stage #	Stage
PROGRAM	Create	07/18/2019	1	1. Author
PROGRAM	Create	07/18/2019	1	1. Author
COURSE	Create	07/18/2019	1	1. Author
COURSE	Revise	07/16/2019	1	1. Author
COURSE	Create	07/16/2019	1	1. Author
COURSE	Create	07/16/2019	1	1. Author

3. Bottom of page will identify what stage you are currently in.

WebCMS Test Account - 1. Author

Select Stages - Author



CURRICULUM MANAGEMENT SYSTEM

[Configurations](#) [Sign Out](#)

4. Select the checkmark to be able to work in that stage.

SELECT A STAGE

Stage

1 - 1. Author	✓
5 - 5. Prescreening Comments to Author	✓
9 - 9. EDC Comments to Author	✓

You have selected 5. Prescreening Comments to Author as your current stage.

5. Bottom of page will update the new stage you selected.