



Creating Proposals – Noncredit 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	Revised Draft
🗑️ 😊 👁️ ↻		COURSE	Create	08/17/2018	1	Author

1

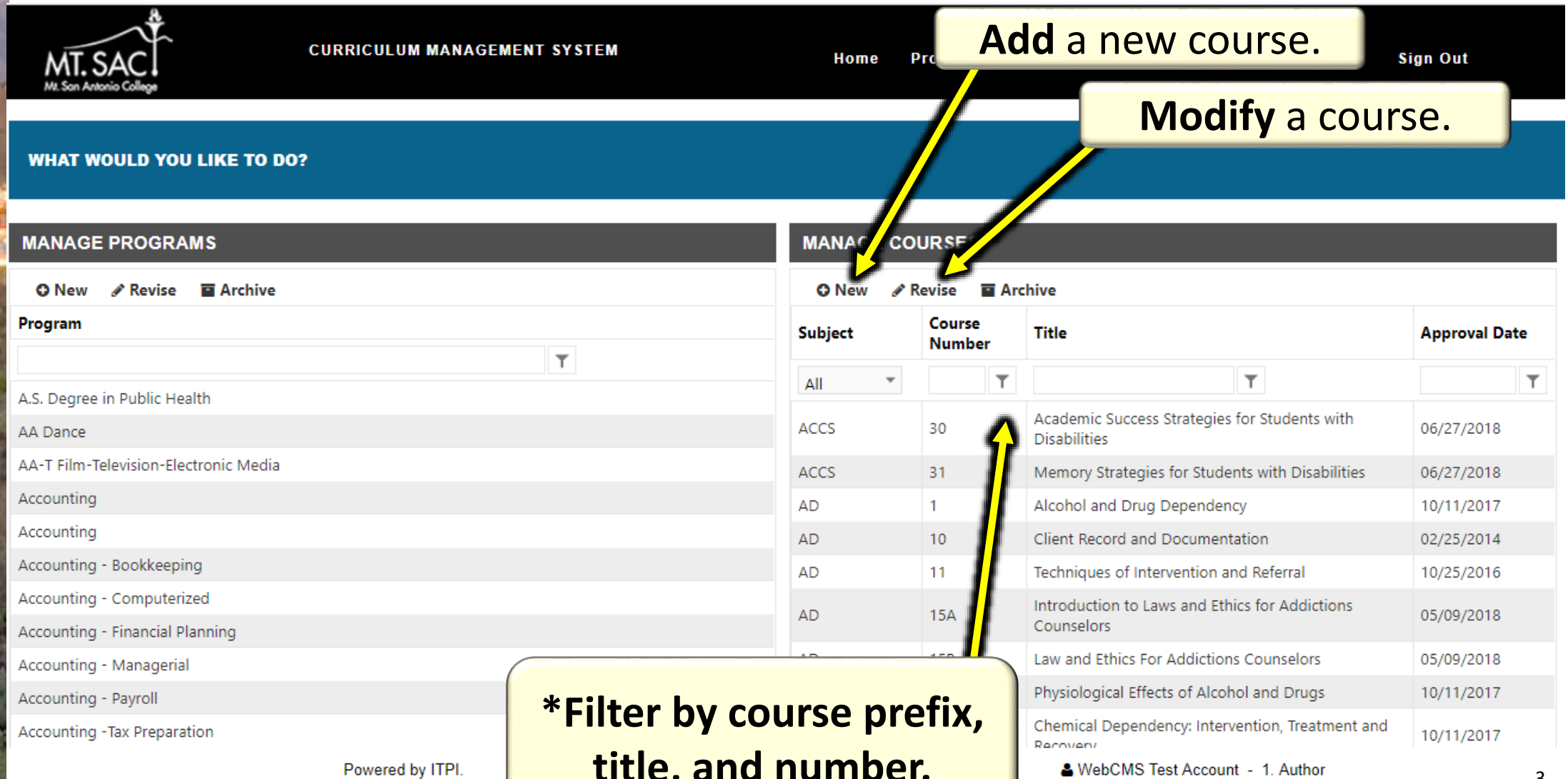
Create Proposal

My Proposals

All Proposals

Meeting Agenda

1. Creating a Proposal - Course



MT. SAC
Mt. San Antonio College

CURRICULUM MANAGEMENT SYSTEM

Home Pro **Add a new course.** 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

Powered by ITPI.

WebCMS Test Account - 1. Author

***Filter by course prefix, title, and number.**

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

PROPOSAL - COURSE : []

Supplemental Forms

Save

Print


Change Log

Refresh


Help


Section 1 Section 2 Section 3 Section 4 Section 5

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.

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

Supplemental Forms

Save



Print

Change Log

Refresh



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



Section 2 - Course Identification



5. Course Type  



C Credit

N Noncredit



6. Course ID  

7. Course Title (FULL)  



8. Course Division  

Course Number  

Course Title (SHORT)

9. Course Department  

Accessibility Resource Center for Students

11. Discipline (Optional for Noncredit)  

- Accounting
- Addiction Paraprofessional Training
- Administration of Justice
- Aeronautics
- Agriculture
- Agriculture Business and Related Services
- Agricultural Engineering

Select
Noncredit.

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

Enter detailed information for the new course proposal.

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

PROPOSAL - COURSE : []

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

- Supplemental Forms
- Save
- Print
- Change Log
- Refresh
- Help

Useful Links

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


Section 3 - Course Attributes

15. Course Credit Status :

16. Basic Skills

- Basic Skills Course
- Not Applicable

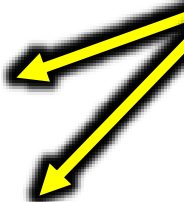
17. Pre-Collegiate Level



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

Enter detailed information for the new course proposal.



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

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

Supplemental Forms

Save

Print

Change Log

Refresh

Help

Section 3 - Course Attributes

20. Course Variation (Choose all that apply)

- Cross Listed
- Distance Learning
- Fully Online
- Honors
- Noncredit/Credit Mirrored
- Partially Online/ Hybrid
- Proctoring

ACCS 30 - Academic Success Strategies for Students with Di

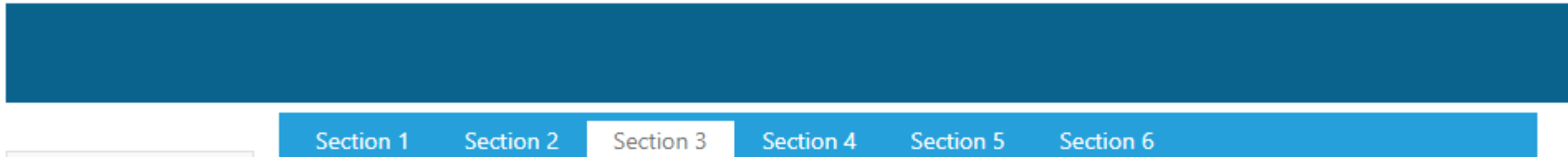
Auto Populate

Please list any noncredit versions of this course or cross listed courses.

B I U [List Bullets] [List Numbered] [List Indented] [List Nested]

In the Course Variation Field, if **Noncredit/ Credit Mirrored** item is selected. An **Auto Populate** dropdown will appear and will populate certain field criteria into Section 6.

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

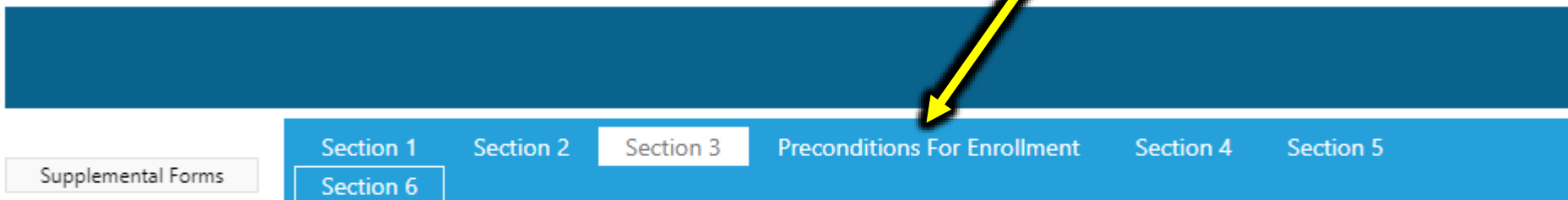


- Supplemental Forms
- Save
- Print
- Change Log
- Refresh
- Help

23. 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

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



- Supplemental Forms
- Save
- Print

Section 3 - Course Attributes

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.

4.

3.

2.

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

Supplemental Forms

Section 1 Section 2 Section 3 Preconditions For Section 6

Save

Print

Change Log

Refresh

Help



Useful Links

[Assist College Source Chancellor Office](#)

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 6 – Course Outline)

The screenshot displays a web application interface for creating a course proposal. At the top, a navigation bar contains tabs for Section 1, Section 2, Section 3, Preconditions For Enrollment, Section 4, and Section 5. The 'Section 6' tab is currently selected and highlighted in blue. Below the navigation bar, the main heading reads 'Section 6 - Course Outline Information'. On the left side, there is a vertical sidebar with several buttons: 'Supplemental Forms', 'Save', 'Print', 'Change Log', 'Refresh', and 'Help'. Below these buttons, a 'Useful Links' section contains links for 'Assist College Source' and 'Chancellor Office'. The main content area is divided into two sections: '33. Catalog Description' and '34. Schedule Description'. Each section begins with a small help icon and a speech bubble icon. Below these icons is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, indent, and outdent. The text input area for both sections is currently empty. A yellow callout box on the right side of the page, with two yellow arrows pointing to the text input area of the '33. Catalog Description' section, contains the text: '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 X Cancel		Refresh
Description		
Simply provide a description 1		
description 2		
etc.		

LAB Topical Hours

+ Add Save X Cancel		Refresh
Description		

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

Category 1. Substantial written assignments for this course include:

	Description	
+ Add		Refresh
1	Make your entries here.	🗑️
<p><i>I</i> B <u>U</u> abc ☰ ☰ ☰ ☰</p> <p>Select Add to keep adding entries as needed.</p>		
2		✓ ✕ 🗑️

1. Select add.

2. Make entry.

3. Select checkmark to save.

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



Make sure to save!

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

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

+ Add	Description	
No records to display.		

Category		
+ Add		Refresh
No records to display.		



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

Create Proposal **My Proposals**

All Proposals **Meeting Agenda**

2. Submit for approval.

1. Locate proposal on dashboard.

Submitting for Approval

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 Curriculum Management System interface. At the top, there is a navigation bar with links for Home, Proposals, Reports, Documents, Configurations, and Sign Out. The 'Configurations' menu is open, showing options for View Profile and Select Stage. A table below lists various programs and courses with columns for Type, Action, Last Revised, Stage #, and Stage. The 'ACCS 30' course is highlighted. On the right side, there are several tiles for 'Create Proposal', 'My Proposals', 'All Proposals', and 'Meeting Agenda'. A user profile at the bottom right indicates 'WebCMS Test Account - 1. Author'.

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	Revise	07/16/2019	1	1. Author
COURSE	Create	07/16/2019	1	1. Author
COURSE	Create	07/16/2019	1	1. Author

1. Select Configurations.

2. Select stage.

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

Select Stages - Author



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

SELECT A STAGE	
Stage	
1 - 1. Author	<input checked="" type="checkbox"/>
5 - 5. Prescreening Comments to Author	<input checked="" type="checkbox"/>
9 - 9. EDC Comments to Author	<input checked="" type="checkbox"/>

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

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