

Curriculum Training

What is CurricUNET? (<http://uaeu.curricunet.com>)


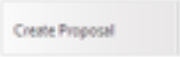
CurricUNET is a curriculum management system that allows UAEU to warehouse the final approved proposals, the decision history and subsequent versioning. CurricUNET will serve as the single-source for curriculum course and program information, historical, active and proposed.

The CurricUNET database serves as the source for information to generate the UAEU catalogue.

Steps to create a new course:

Academic with no administrative rights will see the following screen:



Click  to select whether you want to create a course or program, then click  to begin.

Follow the steps to creating a course:

Step 1: Select a Proposal Type: *Course – New Graduate, Course – New Undergraduate, Program – New Graduate, Program – New Undergraduate*. Click “Next Step”.


First is to select the proposal type for either a graduate course or undergraduate course. This is an important step since proposal type determines which approval workflow the course will have to complete before being approved for implementation.



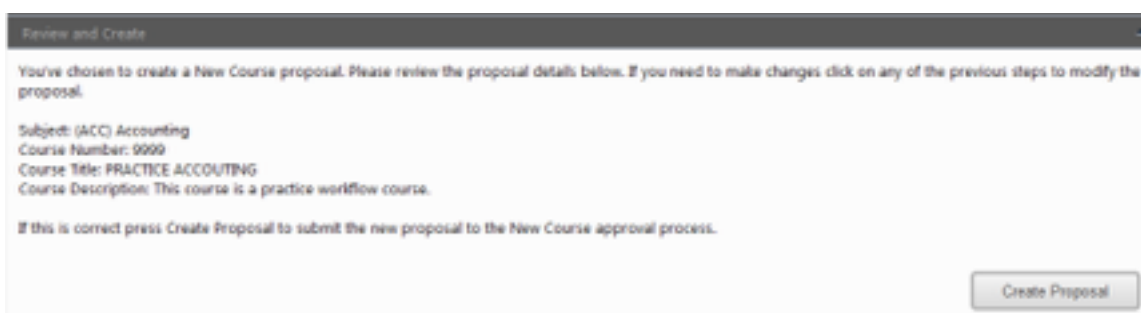
Step 2: Create a New Course Proposal: Select the appropriate Subject Code, Propose a Course Number, Propose a Course Title for the Catalog, Course Description for the Catalog. Click “Next Step”. Second is to select the Subject, Course Number, Course Title for Catalog, and Catalog Description. Notice that each of these has an * next to the label which means that it must be completed before proceeding.



The screenshot shows a web form titled "Step 2: Create a New Course Proposal". Below the title is a sub-header: "To create a new course proposal choose a subject, enter a course number, title, and catalog description." The form contains four input fields, each with an asterisk indicating it is required: "Subject*" (a dropdown menu with "ACC Accounting" selected), "Course Number*" (a text input field), "Course Title*" (a text input field), and "Catalog Description*" (a larger text area). A "Next Step" button is located at the bottom right of the form.

Step 3: Review and create: If you information is correct, click “Create Proposal”. Upon review if you need to make changes by click the  to expand the previous scree to make changes.

Once you have entered the appropriate information, you will have the opportunity to review before you “create” the course shell.



The screenshot shows a web form titled "Review and Create". Below the title is a sub-header: "You've chosen to create a New Course proposal. Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal." The form displays the following details: "Subject: (ACC) Accounting", "Course Number: 9999", "Course Title: PRACTICE ACCOUNTING", and "Course Description: This course is a practice workflow course." Below the details is a note: "If this is correct press Create Proposal to submit the new proposal to the New Course approval process." A "Create Proposal" button is located at the bottom right of the form.

After the faculty member clicks “Create Proposal”, then the course form will open for completing the rest of the required information. At this time, the faculty member by add any, **Co-Contributor(s)** to assist with all sections or particular sections of a course.

Main

Subject * ACCT - Accounting

Course Number * 321te

Course Title * Test

Rationale *

Will Amendments Affect Enrollment

Avg Enrollment

Co-Contributor(s)

Show selected Clear All

- Abu-Eishah, Samir
- Alraeesi, Abdulrahman
- Kraouda, Maamar
- Mwafy, Aman Allah
- Salem Awadh Al Menhali, Asma
- Zuburtikudis, Ioannis
- a, a
- Aharfa, Abdel Samad

0 of 1007 items are selected

The blocks with the orange number, indicate that information is required before the course can be submitted to the work flow. Once the required information is entered and saved the blocks will turn green.

BEFORE

AFTER

New Course : PRACTICE ACCOUNTING

Status: Draft

Main 3/2 Main

General Information Course Number * 9999

General Education Course Title * PRACTICE ACCOUNTING

Course Attributes Justification

Requisites

Course Learning Outcomes

Course Goals

Course Requirements 8/1

Learning Resources (Texts)

Additional Resources

Attached Files

Codes/Dates 8/1

New Course : TESTING

Status: Draft

Main 3/2 Main

Catalog Information Course Number * 9999

Course Standards Course Title * TESTING

Course Learning Outcomes Justification

Requisites

Course Goals

Course Requirements 1/1

Learning Resources (Texts)

Additional Resources

Attached Files

Codes/Dates 1/1

Once the faculty member(s) **complete all of the required sections** of the course template, the “**Launch**” button will be activated so the faculty member will be able to launch the course to the workflow. Since this is a new course it will automatically be added to the “**New Course Approval Process**”.



If the course is an already active and approved course, the faculty member will see the banner below.

By clicking the link “[please click here](#)”, the faculty member will have to select the appropriate approval process either **College Level** or **UPCC Level** upon the modifications being proposed to the course.

You are currently editing an active course record! Changes will overwrite approved course information. If you are revising a course for implementation in a future term, [please click here](#).

Originator Role:

This person will be responsible to initiate the first step of the curriculum approval process that will be routed through the departments and colleges before coming to UPCC or the Graduate Council. And he/she will mainly create a proposal to modify/delete/create a course or a program for either graduate or undergraduate level.

So he/she should have enough information to start the workflow process. Nothing begins if they don't start the processes. And they are the only one who will decide when to launch or delete a proposal.

Proposal Types:

- Create a new Course/Program
- Change a Course/Program
- Eliminate a Course/Program

Approval Workflow:

- **Department Curriculum Committee Member** – Any member of the faculty who has this role within a particular department of a college.
- **Department Chair** – The faculty member approved by the college to serve as the chair for a designated period of time or indefinitely.
- **College Curriculum Committee Member** – Any member who has been selected to review all curriculum proposals for the college before they are submitted to either the University Programs and Curriculum Committee or to the Graduate Council.
- **Arabic Translator Reviewer** – Any member of the faculty who has this role within a particular department of a college to review the arabic contents for the program and the course.
- **College Curriculum Chair** – The dean's designee to serve in this role for the college. To serve as the chair for a designated period of time or indefinitely
- **College Council Chair** – The Dean of the college to serve in this role for the college. This is the role serves as the final approver for a college before a proposal is submitted to the UPCC or GC.
- The remaining positions are determined by decree by the Chancellor and the members will be adjusted accordingly as recommended by the Chancellor.

Approval levels:

1. Originator
2. Dep Chair -> Dep Curr Comm Member -> Dep Arab Trans Comm Reviwer
3. College Curr Chair -> College Curr Comm Member -> College Arabic Trans Reviewer
4. College Council Chair -> College Council Member
5. UPCC Chair - > UPCC Memembr – UPCC Arabic Trans Reviwer
6. DVCAA
7. Academic Council Chair -> Academic Council Member
8. Registrar