META
General User Guide

Version 3.0, October 2018

Contents

currIQūnet
INTELLIGENT CURRICULUM SOLUTIONS

Contents

Welcome to META

CurrIQūnet META is a curriculum development, review, and approval system that addresses campus, statewide, and international collaborative issues in curriculum management and accreditation. META provides non-technical users the ability to configure and modify web entry screens and workflow templates.

Every institution develops unique curriculum management processes. This is true even where an institution is part of a regional or statewide system. META enhances and streamlines the user experience with customizable tools that are highly intuitive.

The core currIQūnet META System is designed to be configurable to reflect local requirements, while still properly interfacing components with upstream and downstream systems. This functionality includes local student systems, multi-campus curriculum searches, state reporting standards, and similar requirements.

META is a web-based application. Browser display variances may cause your screens to look slightly different from the screenshots in this guide. Supported browsers include Microsoft Edge, Google Chrome, Mozilla Firefox, and Safari. META is not currently optimized for mobile devices such as tablets and smart phones.

Your institution has one or more META administrators, usually located in the curriculum office. If you need additional assistance in using META, or have questions about the information required, please contact your administrators. Your META administrators are your best resource.

currIQūnet META allows each client to have customized workflows, and a secure, private database while maintaining a single codebase. This enables our implementation and support teams to focus on our clients while our development team constantly improves the product. The flexible nature of currIQūnet META means there is a nearly infinite combination of field types and functionalities to collect data in the format required. This guide will highlight specific field types and provide instruction on META specific features. Your institution may provide instructional materials that dive deeper into the specific proposal types you will encounter or include more specific instructions about the types of information they expect.

Accessing META

Your institution will provide you with the URL to access your META system. The URL generally for SAC is...

https://sac.curricunet.com

If your institution's META system is using a single sign on system, your log in screen will not look like the screenshot below, but will appear the same as the log in screens across your college's resources.
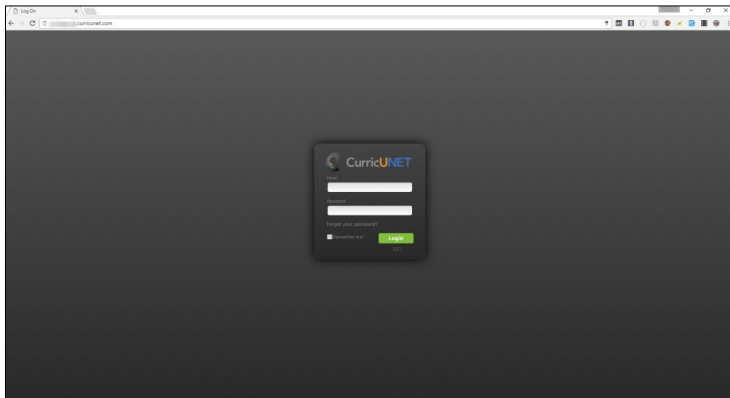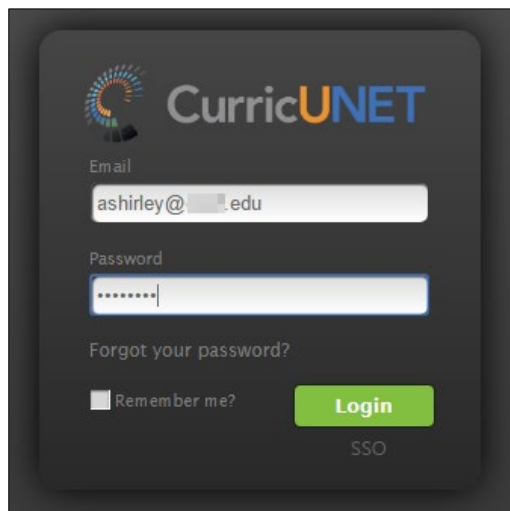

NOTE: From this point forward in this guide, screenshots will be focused on the particular areas and will no longer include the entire browser window.

Logging In

You will be provided with your log in credentials by the META administrators at your institution. You will log in with your email address (usually the address assigned by your institution), and you will be given a temporary password. Upon logging in for the first time, you **must** change your password from this temporary password to protect your institution's data and security. If your college uses a single sign on system, you will receive instruction from your META administrators on how to log in.

Enter your email and password as shown below and click **Login** to begin working in META.

The landing page will always be the Course Search screen. There are several features available on the Course Search screen, described below.
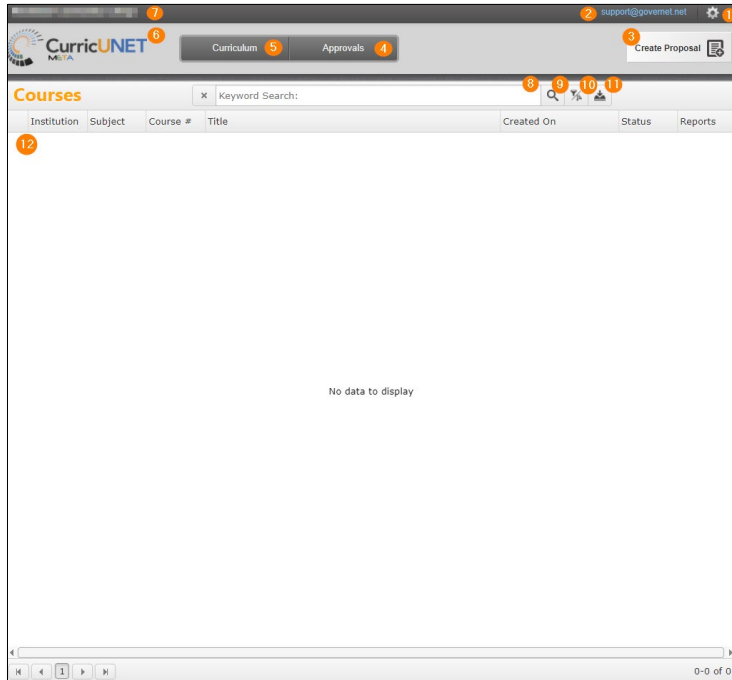

1. **Gear** icon**.** The Gear icon allows you access to the following functions:
   a. Edit your profile.
   b. Administer Site: This option will not be available for non-administrative users.
   c. Log Off
2. **User ID.** Your User ID is the email address you supplied when you set up your META account.
3. **Create Proposal.** This button will open the Create Proposal page.
4. **Approvals.** Allows you to view and search items awaiting your review in an approval process.
5. **Curriculum.** Allows you to view and search Course, Program, Package, Assessment, or Program Review proposals. Curriculum types may vary depending on institution configuration.
6. **META logo.** This is a link. Click on it at any time during your session to return to the Course Search page.
7. **Institution ID.** The name of the college or institution you are logged into.

8. **Keyword Search.**
9. **Search Button.**
10. **Search Filters.**
11. **Export Button.** This feature allows you to export your search results in Excel, Word, or PDF formats.
12. **Search Results Window.** Results of your searches will appear here. For instructions on how to use the search screens, see the **Searching Curriculum** section of this guide.

Profile Management

The first time you log in, you will need to check your user information to verify it is correct. To access **Profile Management**, click the **Gear** icon at the top right of your screen, and then select **Profile**.
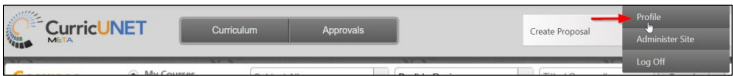
Verify that your information is correct, add or correct any necessary information, and click **Save**. Clicking **Save** or **Cancel** will close this screen and return you to the course search screen.

If your email address needs to be updated, please contact your institution's META administrators.

Changing Your Password

Unless your college uses a single sign on, you **must** change your password the first time you log in. You should also periodically change your password for security purposes. Navigate to the **Profile** area, as described in the previous section, and click the blue link, **Click here to change your password**.

Enter your **Current Password**, then enter and confirm your **New Password**. Passwords must be at least 6 characters long, are case sensitive, and may include letters numbers, and symbols. Make sure your password is something you can remember. Passwords cannot be retrieved, but you may reset your password should you forget it.

Resetting Your Password

To reset your password, on the Log In screen, click **Forgot your Password?** Enter your Email as instructed, and click **Reset Password**. You will receive an email with instructions on how to reset your password.

NOTE: The password reset emails are included with general notification emails, and may not be sent immediately, depending on the notification configuration for your institution. If you do not receive a password reset email within 24 hours of your request, please contact your META administrator.

Troubleshooting

Many problems encountered with META can be resolved by simply clearing the cache on your internet browser. This is usually found under in the Settings menu in your browser. You can also use the keyboard commands, **Ctrl+Shift+Enter** (in Chrome), **Ctrl+Shift+Del** (in Firefox) or **Ctrl+R** (Microsoft Edge). If you use a different browser and are unsure of how to proceed, search your browser's Help menu for "clear cache." After clearing the cache, refresh the window. You may be logged out of META and need to log back in.

If clearing the cache does not resolve your issue, you may not be using the most recent version of the internet browser. In the Settings menu of your browser, check for updates. If you have the permission to do so on your computer, update your browser to the most recent version. You may need to log in again after updating.

Your META administrators are your best resource. Should you receive an error message of any kind, or the suggestions above do not resolve your issue, please inform your administrators

immediately. They may be able to help you, or they may need to contact the currIQūnet support team to resolve the issue. To help resolve any issues, the following information can help expedite your issue:

- A screenshot of the error encountered, **including the URL** (this is very important!).
- The browser you were using, and if possible, the version of that browser (usually available in the settings menu for your browser).
- What you were attempting to do, including, (if possible), the exact steps you took that resulted in the error. Being able to reproduce the error is vital for the currIQūnet support team to be able to fix the problem.

Searching Curriculum

All screenshots in this guide will be from the course search feature, but the appearance and functionality is the same across all curriculum types. Depending on your institution's configuration, you may see more or less columns than appear in the screenshots of the search results, but your search filters and the functionality are as described.

Upon logging in, the default view will be courses in all statuses originated by the user. Proposals for which you are a co-contributor will appear highlighted green. After opening a proposal, the last proposal selected will appear highlighted blue.

Keyword Search

Enter search terms in the **Keyword Search** text box, (marked "1" in the screenshot below). Click the **Magnifying Glass** icon (🔍) to the right of the box to apply this term, or the **X** icon (×) to the left to remove the term. Only items that meet the criteria of both keywords and any filters applied will appear in the results.

The keyword option searches the hierarchy, proposal title, and proposal description. The search engine will search for the exact phrase entered, including any spaces or numbers. Adding a comma between keywords will add an implicit "or" to the search. For example, "cell biology" will search for the exact phrase, "cell biology." On the other hand, "cell, biology" will search for all proposals that include the word "cell" or the word "biology" in their hierarchy, proposal title, and proposal description.

Filtering Search Results

Add filters to your search results by clicking the **Search Options**, (🔍), marked "1" in the screenshot below.

After clicking the icon, a window will open for you to select any applicable filters. Multiple filters may be applied from this window, as highlighted by the numbers in the screenshot below.
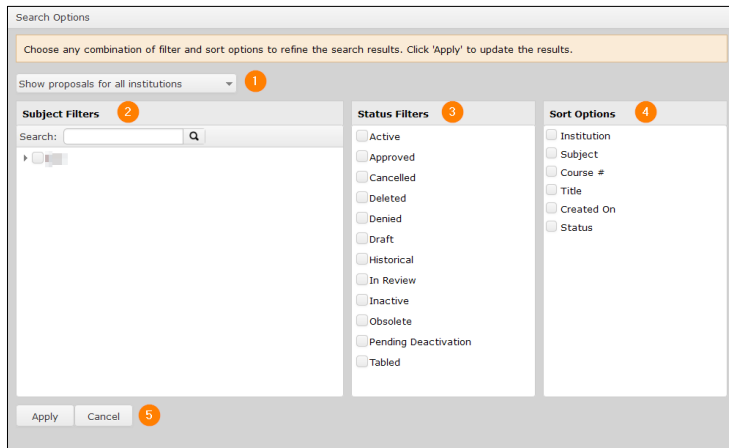
Scope Filter

Use the **dropdown menu** (1), to select the scope of the search. Only one filter from this menu can be applied to a search at a time.

Filter options include:

- **Show only my proposals:** Only proposals meeting the other search criteria originated by the user will be returned.
- **Show all proposals for my institution:** All proposals at the institution meeting the other search criteria will be returned.
- **Show proposals for all institutions:** For clients with district configuration *and* when the user has roles at more than one institution in the district, all proposals at all institutions where the user has roles will be returned.

Hierarchy Filter

The **Hierarchy Filters** (2) vary by curriculum type. Filter courses and packages by Subject. For all other curriculum types, such as programs, you will filter by Department or Division. Hierarchy options are collapsed under the institution title. To expand the hierarchy options, click the **Arrow** icon to the left of the institution, or click the checkbox by your institution title to include the whole institution in your search.

Select any categories to include in the search. To include all hierarchy groups in your search, select either *all* or *none* of the checkboxes.

Status Filter

Select any proposal statuses to include in your search from the **Status Filters** checklist (3). Your institution may have different statuses than shown here. To include all statuses in your search, select either *all* or *none* of these checkboxes.

Sort Options

To sort the search results, select from the **Sort Options** (4) checklist. Items in the search results will sort in descending order based on the columns selected. Click the checkbox labeled what to sort in ascending order. Sort options can be drag and dropped to prioritize the sort order.

Apply/Cancel Search

To apply the search criteria selected in the Search Options window and view results, click the **Apply** button (5). To close this window without making changes to the search criteria, click **Cancel**.

Using Search Results

Search results can be exported to several formats for review offline. Select the **Export** icon ( ) to download the document.

Select the file format from the dropdown menu.

A file in the specified format will download to your computer with the search results in a table format, as seen in the example below. You may need to authorize the download.

Get additional information about the proposal in the search results screen by clicking the arrow to the left of the proposal title (1).

This will open a summary of the proposal with additional identifying details. Click the arrow again to close the summary. You can view multiple summaries simultaneously.

Search results are paginated to more easily access results. Navigate between pages using the navigator at the bottom of the screen, marked "1" on the screenshot below. The result range, marked "2" in the screenshot below, indicates the visible proposals and the total number of proposals that meet the search results.

Creating and Viewing Curriculum

Click the **Curriculum** button on the META home screen.

Commented [RC1]: This section needs clarification.

A dropdown menu will appear with the curriculum and assessment types that your institution uses META to manage. Click the desired option to proceed. Curriculum options are explained below, although the process is similar with all options.

Course

New Courses

To create a new course proposal for a course that has not previously been offered, click **Create Proposal.**
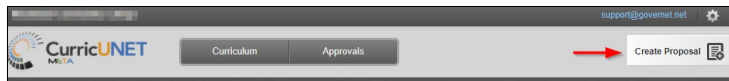
Select new course **Proposal Type** from the dropdown menu and click **Next**.

Complete all fields to create the proposal and click **Next**. If you need to select a different proposal type, click **Previous. Do not use your browser's back button.**

Confirm that the information entered is correct, and then click **Create Proposal.**

A new proposal will be created. Complete the proposal, selecting each dark gray tab on the left to navigate between sections of the proposal. For additional details on proposal function, see the **Proposal Functions and Features** (page 58) section of this guide. When the proposal is complete, click **Launch** to move the proposal into the approval process.
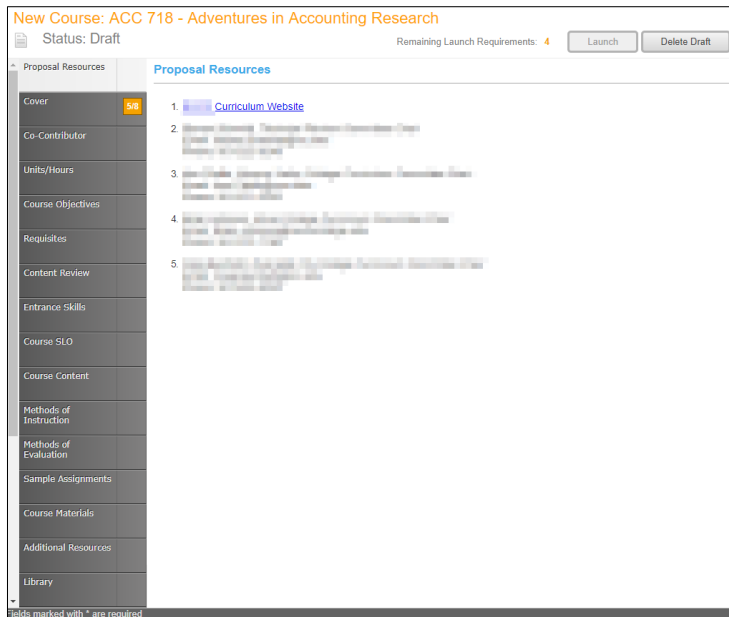
Modify or Deactivate Courses

To create a modification or deactivation proposal for an existing course, click **Create Proposal.**
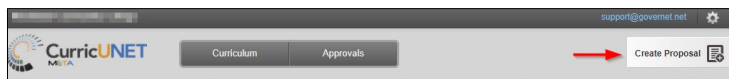
Select the modification or deactivation **Proposal Type** from the dropdown menu and click **Next**.
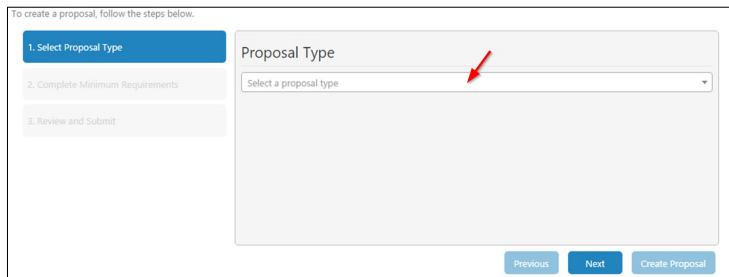
Use the dropdown menu to choose the **Subject and/or e**nter any search terms related to the **Course Title** you are searching. If you do not know the title, click the **Search** button after making the **Subject** selection.
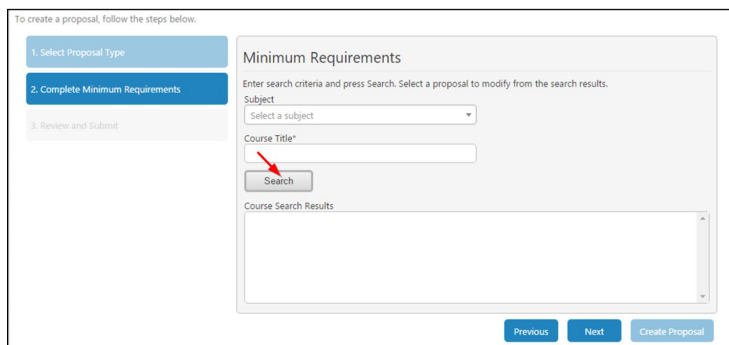
When you select the **Search** button, you will see a list in the **Course Search Results** textbox for that subject. It may be necessary to use the scroll bar to view all options. Mandatory fields are marked with an asterix (*). Click the course to be modified. The title will be highlighted blue. Click **Next**.

Confirm that course selected is correct, and then click **Create Proposal.**

A proposal of the new course version will be created. Complete the proposal, selecting each dark gray tab on the left. For additional details on proposal function, see the **Proposal Functions and Features** section of this guide. When the proposal is complete, click **Launch** to move the proposal into the approval process.

Program or Degree

To create a proposal for a new degree, click the **Create Proposal** button on the home screen.
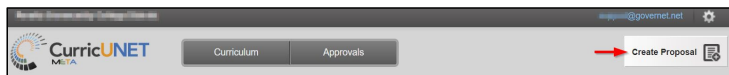
From the dropdown menu (1) select the **Proposal Type**, for **Courses**, **Programs**, **Assessments**, or **Program Reviews**. You may also type keywords in the textbox (2) to narrow your search options.

Click the **Next** button when complete.

Work your way through the dialogs. Items marked with an asterisk (*) are required. As you complete each step, click the **Next** button. At any time, if you wish to make changes to a previous step, you may go back a step using the **Previous** button.

Once the proposal has been created, you will be taken to the Draft Proposal Form, shown below.

The parts of the **Cover Page** include the **Draft Status** (1), the remaining **Launch Requirements** (2) and the individual **Sections** of the proposal (3). **Badges** (also 3) indicate how many items in each section exist, and how many need to be completed in that particular section. When all items are completed, the badge will change from yellow to green. The number of remaining launch requirements will also change accordingly.

When completed, you will be able to launch or delete the proposal.

New Programs

Creating a new program proposal requires the same steps as creating a new course proposal. To create a proposal for a new program, click the **Create Proposal** button on the home screen.

1. Select the type of Program you desire. Click the **Next** button.
2. Complete the **Minimum Requirements** page. Click **Next**. Review the **Proposal Summary**, and if it is correct, click Create **Proposal**.
3. From there, complete the **Draft Proposal Form** as you would for a degree proposal.
4. When finished, you may **Launch** or **Delete** the proposal draft.

Modify or Deactivate Programs

To modify or deactivate a program, begin by clicking **Create Proposal**.

From the **Proposal Type** dropdown menu, select the option you desire (**Deactivation**, for example). Depending on your institution, there may be a variety of modifications or deactivation types.

Click **Next**.

From the Minimum Requirements window, choose the Subject, and Course Title.

META will display a list of courses that meet your search criteria.

Select a specific course and click **Next**. META will display the **Proposal Summary**.

 If you are satisfied with the proposal, click **Create Proposal**. META will display the **Draft Proposal Form**. If not, use the **Previous** button to back up and make changes.

Review the **Draft Proposal Form.** You are able to modify items in the text entries if necessary. When you are satisfied with the proposal, click the **Launch** button. Otherwise, click **Delete Draft**.

Cloning

What is Cloning?

Cloning is an optional META feature that must be requested by Admin users.

The process of cloning is actually the extraction of the data from an existing proposal (either a course or a program proposal) into a new proposal. Cloning is different than simply copying an entity. Copying an entity simply creates another instance of that entity. Cloning creates an entirely new entity.

Cloning a Proposal

Log in to META as you normally would.

On the META homepage, click the **Create Proposal** button.

On the Create Proposal Page, select the **Proposal Type** you wish to create. Generally you will choose a variant of a New proposal. The exact type of proposal you choose will be affected by how your institution's course types are configured.

Click **Next**. This will take you to the **Minimum Requirements** Page. Click the **Find Proposal** button.

Note: you can only clone proposals which are set up for cloning. If the **Find Proposal** button does not appear, the proposal you have selected is not set up for cloning.

In the **Search Proposals Window**, choose the desired subject from the **Subject Filter** dropdown menu.
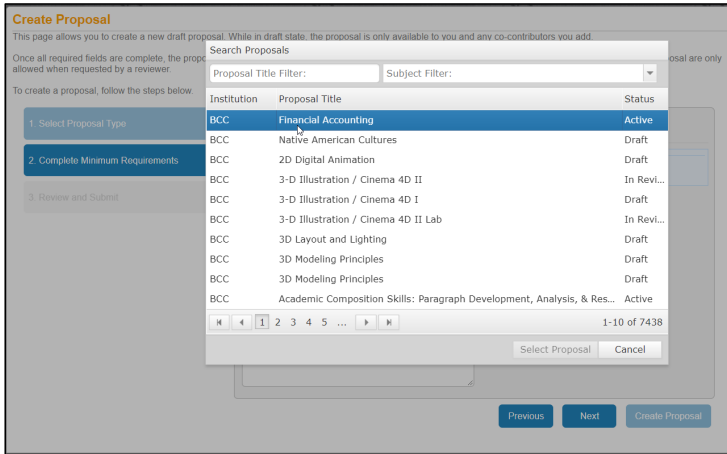
META will display a list of course proposals. Choose the proposal you wish to clone from this list, and click **Select Proposal**. You may **only** select **Active Proposals**.

META will then populate the data into the **Minimum Requirements** fields. Click **Next**.
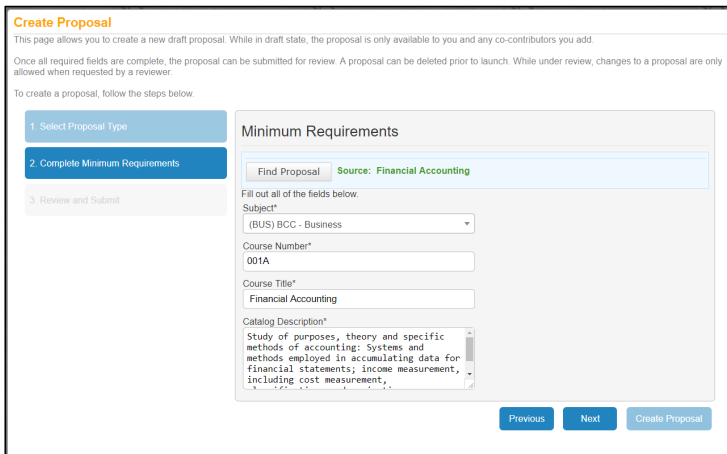
Note that the proposal information has been filled in with data from the proposal you have cloned. To save time, copy the **Catalog Description** data. You will be using it later.

You will need to choose a different course number to differentiate it from the original course. If you fail to do so before proceeding, you will see the following warning in the Minimum Requirements window:

> An active course already exists in the catalog for this subject and course number. To modify the active course, go back and select a modification or deactivation proposal type.

Change the **Course Number** appropriately, and click **Next**. You will be taken to the Proposal Summary page. If the information on the summary page is correct, click **Create Proposal**. If not, use the **Previous** button to return to the appropriate step and make corrections. Do **NOT** use your browser's **Back** button.

Click **Next**. You will be taken to the Proposal Draft Form.

Work your way through the tabs on the left of the form. Tabs do not have to be completed in order. However, you must complete the required information in each tab and click **Save** before proceeding to another tab.

Fields highlighted in orange need to be completed before the proposal may be launched.

Codes and Dates

When opened, the **Codes and Dates** tab will automatically be populated with some data from the **Cover** tab. You may add additional information as necessary.

When your proposal is complete, you may then **Launch** or **Delete** the draft.

Packages

A package bundles draft Course and Program proposals into a single proposal so that all items work through the approval process together and activate at the same time. You may have multiple package proposal types that follow different workflows, such as one for new curriculum, one for modifying curriculum, and one for deactivating curriculum, or proposal types for different combinations of curriculum, like all courses, all programs, or courses & programs).

New Package

Before creating a Package you will need to make sure that all of the courses/programs that you will be adding to the package are in "draft" status. If you are creating a new course/program, then create those proposals first, before creating the package, and then leave the courses/programs in "draft" without launching them.

To create a Package, you will use the same process as for courses and programs. Select **Create Proposal** from the top of the META screen. Scroll down to the **Package proposal types** and select the package proposal type.

The **Subject** you select in Step 2 of the Creation screens determines which people this package will go to in the Approval Process. The **Package Title** is the name you are giving this particular package, and **Catalog Description** is a summary of what changes or new items the package contains.

Once inside the Package screen you will see the information you entered on the **Cover** page. You will have links two other pages: one for adding **Courses** and one for adding **Programs**. Both the Course and Program pages function similarly. These are multi-select lists that allow you to check the items you need. You can either scroll up and down the list with the scroll bar, or just start typing the item you are looking for in the search box. Users are able to make multiple selections on both the Course and Program pages if necessary. After you have made selections and saved the pages select **Launch** from the upper right corner, just as you would for any other proposal, to launch this Package into the Approval Process.

Generally a package has only three tabs: a **Cover**, which usually includes space for the rationale behind bundling the proposals; a **Courses** tab, which will have a multi-select list for adding draft course proposals; and a **Programs** tab, which includes a multi-select list for adding draft program proposals.
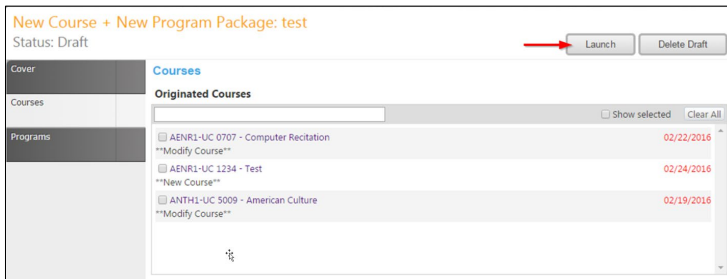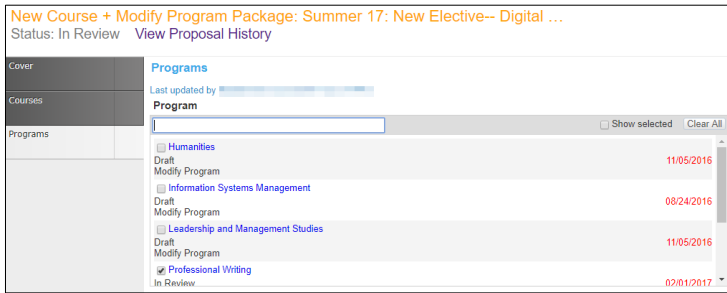
After clicking **Launch** make sure to select "OK" on the confirmation pop up.
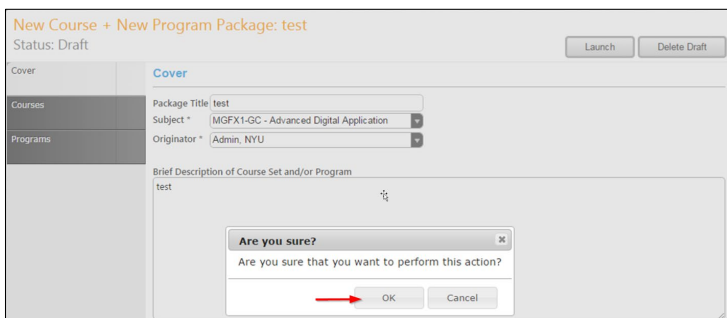
Assessments

The Assessment module allows end users to provide and analyze feedback on course and program effectiveness, student success, course and program success, and student services. This module also allows the user to determine assessment types, set dates of previous and next assessments, staff participation levels, and the methods of assessment.

Assessment and **Program Review** proposals will include the **All Fields** report. Typically, this report is useful for gaining a quick overview of the assessment proposal, as well as being able to check specific details at a glance.

Definition of Terms:

SLO- Student Learning Outcome: This term applies to the learning outcomes in a course.

PLO- Program Learning Outcome: This term applies to the learning outcomes in a program.

ILO- Institution Learning Outcome: This term applies to the learning outcomes of an institution as a whole.

OLO- Organization Level Outcomes: These outcomes are directly tied to Hierarchy, so these might be Departmental, Divisional, Program (School of Engineering or School of Nursing for example, not to be confused with PLOs), or non-instructional units.

GELO- General Education Level Outcomes: These are General Education Specific outcomes.

Aggregate- Aggregates are combinations of individual assessments, either single assessments, or other aggregates.

Who Can Access Assessments

The Assessment feature uses origination rights, so any user who has origination rights for a department will be able to create an assessment proposal for that department. Admins can create assessment proposals for all departments. In a single institution installation, a user will be able to **see**, but not **edit** assessment proposals originated by other users in their institution. In a district (ie, multiple institution installation), a user will be able to see any proposals originated by other users in all institutions they have been given user rights to in a district installation, by using the **Curriculum** drop-down menu.

What Aspects of Course and Program Proposals Affect Assessments
- Outcomes of all types can be pulled into assessments.
- Outcome mapping affects whether or not we can do certain types of assessments.

What Aspects of the Assessment Feature Affects META
- Assessments do not directly affect META other than assessments could be the driving force behind revision proposals.
- META does not pull data directly from assessment proposals. Assessments alsays pull from courses, programs, or other assessments. The Assessment Types

Types of Assessments

Individual Instructor SLO Assessment

This assessment type is for each instructor of a course to assess the sections they taught for each of the outcomes. This requires a separate proposal for each outcome.

Departmental Aggregate of Individual Instructor SLO Assessment

The Departmental Aggregate of Individual Instructor SLO Assessment is for aggregating all the assessments individual instructors have done for a given course SLO.

Aggregate of All SLOs in a Course

The Aggregate of all SLOs in a Course proposal is to pull all the departmental SLO assessments for SLOs in a given course to evaluate the course outcomes as a whole.

Aggregate of All SLOs Mapped to ILO

This requires ILO/SLO mapping on the Course Forms. The aggregate of all SLOs mapped to ILO. This allows the College/University to assess whether the courses are supporting their institutional outcomes effectively.

Aggregate of all SLOs Mapped to an Individual PLO

This requires PLO/SLO mapping on the Program Forms. The aggregate of all SLOs mapped to a PLO allows the department to determine how well the courses are supporting the program's desired outcome.

Aggregate of all PLOs in a Program

The aggregate of all PLOs in a Program allows the department to evaluate the program as a whole in terms of aggregation of all SLOs → PLOs for all PLOs in the Program.

Aggregate of All PLOs Mapped to ILO

This requires ILO/PLO mapping on the Program Forms. The aggregate of all PLOs mapped to an ILO allows the college/university to assess whether the programs are actually supporting their institutional outcomes effectively.

Non-Instructional Unit Outcome

Non-instructional assessments can apply to Academic Departments, Student Services, or Admin Units. These are usually annual assessments.
- Academic Department—these could be any non-instructional outcomes a department may have: for instance a psychology department may offer student counseling; or they could assess research being done in a department.
- Student Services—these outcomes could include the library, financial aid office, campus security, etc.
- Admin Units—these include Building and Grounds maintenance, Economic Workforce Development, the Center for Science Excellence, etc.

SLO, PLO, and ILO Mappings

There are two methods to implement the SLO, PLO, and ILO mappings, described below.

Option 1:

1. SLOs map to PLOs on the **Program Outcome** tab,

2. PLOs map to ILOs on the **Program Outcome** tab,

3. SLOs map to ILOs on the **Course Outcome** tab but only if the course is a "Stand Alone" course, meaning that it is not part of any program. There is a checkbox on the **Main** tab of the course that is labeled "This is a Stand Alone course." If the box is not checked, the ILO map on the **Course Outcome** tab should be hidden to prevent ILO mapping.
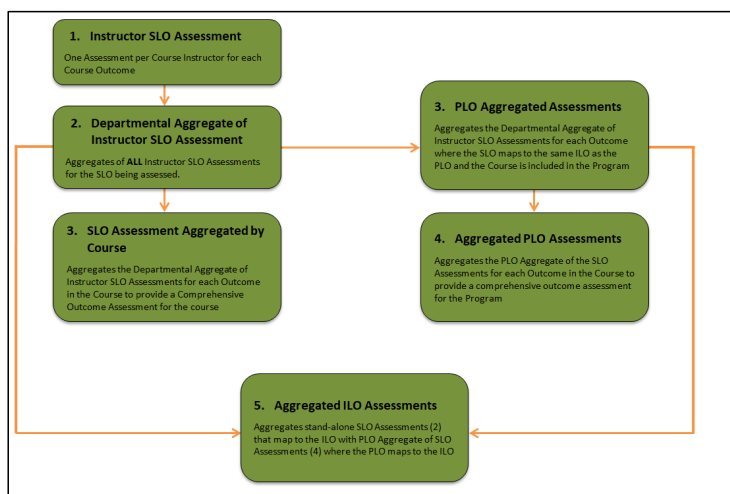
4. Individual Instructor Assessment of individual SLO

5. Aggregated Assessment of individual SLO

   a. Pulls in Assessments from Item 1 that are all Assessing the same SLO

6. Aggregated Assessment of All SLOs in a Course

   a. Pulls in Aggregated Assessments from Item 2 for all SLOs in the selected Course

7. Individual PLO Assessment

   a. Pulls in Aggregated Assessments from Item 2 that

i.   Are part of a Course that is included in the Program

ii.   And are mapped to the same ILO that the Program Outcome is mapped to:

8.   Aggregated PLO Assessment

   a.   Pulls in Aggregated Assessments from Item 4 for all PLOs in the Program

9.   Aggregated ILO Assessment

   a.   Pulls in Assessments from Item 4 for all PLOs that map to the ILO

   b.   Pulls in Assessments from item 2 that are part of a standalone course where the SLO is mapped to the ILO.

Option 2:

1.   SLOs Map to ILOs on the **Course Outcome** tab.

2.   PLOs map to ILOs on the **Program Outcome** tab.

3.   SLOs **DO NOT** map to PLOs.
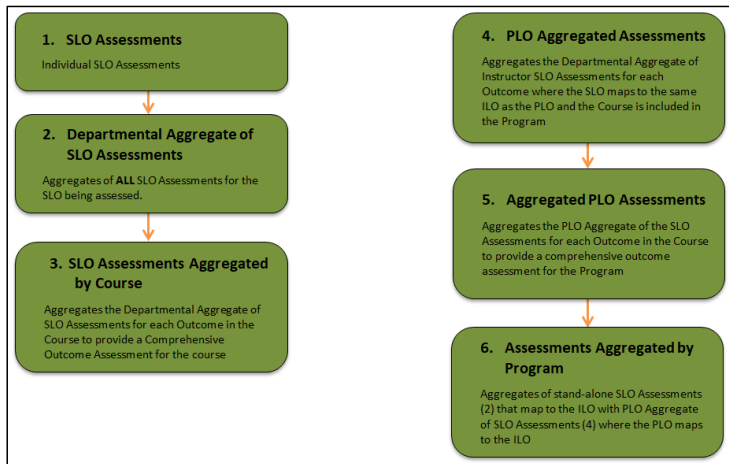
Creating an Assessment

Creating an assessment proposal follows the same process as any other proposal. Once you are logged into META, click the **Create Proposal** Button (1). You will be taken to the Create Proposal screen (shown below). In the **Proposal Type** menu, scroll down to the **Assessments** section, and choose the type of assessment you wish to create (2). In this example, we will be creating an individual Instructor SLO.

Select the type of assessment you wish to create, and click **Next**.

Complete the **Minimum Requirements** and click **Next**.

You will be taken to the **Proposal Summary** page. As instructed on the page, take time to review the proposal details. Use the **Previous** button to go back and make changes if necessary. Remember, do **NOT** user your browser's back button. If you are happy with the Proposal Summary, click the **Create Proposal** button.

You will be taken to the Main Proposal Screen. From here you will work your way through the tabs on the left as you would for any other proposal. Click **Save** after you complete each tab.

Navigate through the tabs as you would for any proposal, completing the information as necessary. Click the **Save** button at the bottom of each tab before moving to the next tab.

When finished, you may choose to **Launch** or **Delete** the proposal. However, the proposal needs to be in a draft state to be selected on a department aggregate of an individual SLO assessment.

Items of Note for Assessments:

- The **Number of students assessed**, **Number of students successful**, and **Number of Students in class** sections need to be filled in for the Individual Instructor Assessment of SLOs. They will be filled out automatically in all other assessments after assessments that are to be included in the aggregate have been selected and the tab saved.
- If you are assessing a previous Academic Year's course, you will need to assess the previous version of the course if it has been updated.

Creating an Aggregate Assessment

An aggregate assessment is a grouping of assessments. These participating assessments may be single assessments, or aggregate assessments themselves. This means you may have aggregates of aggregates.

From the Create Proposal Screen, select the type of aggregate proposal you wish to create.

Proceed through the creation process as normal.

Items of Note for Aggregate Assessments:

- **Discussion Average** Is used if the review committee sees results that concern them, or feels a facet of the assessment was not thoroughly explored.
- **Codes and Dates** If the administrator needs to change the Assessment Originator (in the case of an employee change, for example).
- Results of the individual assessments are aggregated into the overall average.
- In the departmental Aggregate of Individual Instructor SLO assessment, you must choose an outcome. Only assessments of that outcome will be available to be included. If you chose the current version of a course and assessments have been run on the previous version, nothing will show in the individual assessments to include in an aggregate.

Even in the case of a course being modified, and all SLOs remaining the same as in the previous version, the SLOs are considered distinct from the previous version. For example, if a course is modified, we can designate the original course as Course A and the revised course as Course B. Even If Outcome 1 is

identical in both versions they are considered distinct from each other. Outcome 1 of an Individual Instructor assessment of Course A will not be available if the aggregate chooses Course B Outcome 1.

- In order for an SLO assessment to be included in a PLO assessment, they must be mapped to a program outcome (use the **Program Outcomes** tab).
- To show in the list, check the **Include Course in SLO** map option when adding the course to a course block.

Aggregate of PLOs to ILO

Choose **Institutional Outcome**. This will pull in any program outcomes assigned to that outcome. This will be an aggregate of all assessments of PLOs that are mapped to the ILO selected on the form.

New Proposal

To create a **New Proposal**, select the **Create Proposal** button.
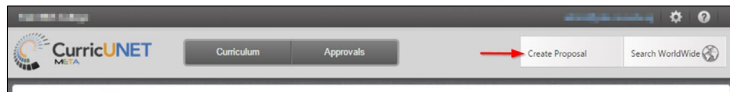
Choose your **Proposal Type** from the drop down menu, and then click **Next**.

For a **New Course Proposal** use the dropdown menu to choose the **Subject**, and then provide the **Course Number**, **Course Title** and **Catalog Description** of the new proposed course. Click **Next**.

Program Review

From the META home screen, click the **Curriculum** button. From the dropdown menu, choose **Program Review**.
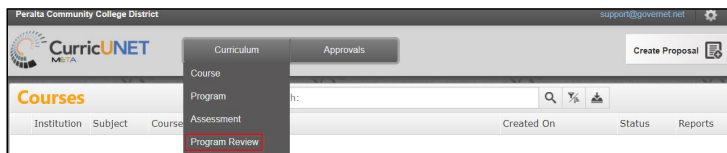
If the resulting page is blank, with the "No data to display" notification, click the filter button
(⅞) to the right of the dropdown menu. This will take you to the **Search Options** window.

From the Search Options Window, choose the options you desire, and how you wish them to be
sorted. Click the **Apply** button to return to the **Program Review** page.

Click on the arrow next to each proposal to view its details.

You may also use the Export button (📤) to export a report to Word, Excel, or PDF.

Clicking the Program Title will open the Proposal in a new tab. From here the draft may be edited, launched, or deleted.
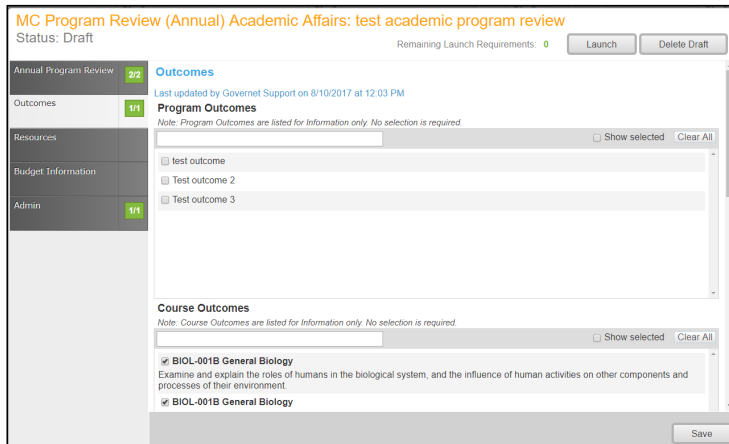
Accessing Reports

You can export your search results as a report that may be saved, printed, and shared. Click the **Expand Arrow** on the **Search** button to display your export options. Select the output format you desire from the dropdown that will appear. A report can take up to a few minutes to generate and download, depending on the format chosen and the number of courses in the report.

In the **Search** screen, click the **Page** icon (📄) in the **Reports** column. Click on the icon again to close it.

A menu will appear with the report options. Select the report you wish to view.

When in the proposal itself, click the **Page** icon under the proposal name.

If a proposal has been launched or approved, clicking the proposal name in the search results will present this screen. Select the report you wish to view from the buttons at the top of the screen.

Course Reports

Standard course reports include the **Course Outline**, **Impact**, **All Fields**, and **Comparison** reports. Your institution may have additional or different reports, or may have customized these reports.

Course Outline

The Course Outline report is a summary of the course. A completed outline should include the course name and number, credit hours, requisites and prerequisites, a description, and student outcomes.

COLLEGE COMPOSITION

Course Number: ENGL 001

Credit Hours: 4.00
  Lecture: 4.00 hours
  Lab: 0.00 hours

Prerequisite: A high school GPA of 2.7 or better; OR a "B" or better in Junior or Senior High school English; or a "C+" or better in AP English; or a score of 90 or better within on the sentence skills section of the assessment test; or SAT verbal score of at least 500; or ACT score of at least 23; or a grade of "Pass" in ENGL 370 or 348E or 380 or 348G or 360; or recommendation of a counselor or English instructor based on a Multiple Measures Evaluation; or concurrent enrollment in English 348D or 310D

Corequisite: LR 010

Advisory: None

Other: None

Description: A writing course which emphasizes critical reading, expository and argumentative writing, and mastery of library research techniques. It includes instruction and practice in critical thinking, in analytical reading and evaluation of written work, and in the methods of clearly communicating and supporting ideas in organized, coherent essays (min 750 words each). Students are required to write an average of 7500 formal words, including a research paper, based on essays, literature read in class, personal experience, and college-level research.

Student Learning Outcomes:
By the end of this course, a student will be able to:

1. Identify and evaluate main ideas, themes and logic in college-level reading, and use as the basis for text-based essays.
2. Write logical, effective analytical essays which are coherent, well-organized, and well-supported.
3. Apply proper methods of research and documentation.

Lab Content:

1. Assist students in the writing of complete compositions through general instruction in the discovery and limiting of subject, the definition of purpose and identification of audience, the development of the topic, the grouping of ideas, the development of the thesis, and the final organization of the essay. The reinforcement of the general principles of essay writing will be accomplished by instruction in the following:
    a. The Informal Essay

Impact Reports

The Impact report is only for modification and deactivation proposals. This report lists the courses for which this course is a requisite, and the programs to which the program belongs.

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All Fields

The All Fields report includes every field on the proposal. This is useful for gaining a quick overview of the proposal, as well as being able to check specific details at a glance.

All Fields
BIOL-066 - Botany

Main

Course Discipline BIOL
Course Number 066
Course Title Botany
Short Title Botany
Course Type Part of Degree/Certificate

C-ID
Recommended for C-ID No
Which course descriptor are you requesting

Justification
Periodic update to include revised learning outcomes, methods of evaluation, and textbook list
Catalog Description
Students study plant anatomy, physiology, cellular morphology, and the ecological and social issues concerning plants. Students will also examine terrestrial and aquatic organisms and their evolution. BIOL 066 is a course designed to introduce majors and non-majors to plant biology. Field trips are required.
Short Schedule Description
Students are introduced to botany and plant interactions.
"Same As" or "Replaces"
This course is the "Same As":
First Semester Good for:
Year:
This course "Replaces"
First Semester Good For:
Year:

Units/Hours/Content

Total Units 3.000
Lecture Units 3.000
Lab Units 0.000
Lecture Weekly Contact Hours 3.000
Lab Weekly Contact Hours 0.000
Course has variable units? No

Maximum Units/Hours
Total Units
Lecture Units

Comparison Report

The Comparison report is only for modification and deactivation proposals. Like the All Fields report, this report includes every field on the proposal, with changes made to this version of the proposal highlighted, as compared to the previous version. Deleted information will be highlighted pink, with a strikethrough the words, while new information will be highlighted green.

Program Reports

Program Summary

The **Program Summary** shows a summary of the program.

Course Reports

All Fields

An **All Fields** report shows all the fields and information in the proposal.

Comparison Report

For **Program Amendment** or **Program Deactivation** proposals, a **Comparison Report** will show all fields and information in the proposal, with changes between this proposal and the most recent previous version of the program highlighted. Information removed will be highlighted pink with a strike-through, and information added will be highlighted green and italicized.

Package Reports

There are no package-specific reports. However, by clicking the course or program title that has been selected, in the proposal, you can view the reports from the curriculum item itself.

Assessment/Program Review Reports

Assessment and Program Review proposals reports include only the **All Fields** report. The All Fields report includes every field on the proposal. This is useful for gaining a quick overview of the proposal, as well as being able to check specific details at a glance.

Launching Curriculum into the Approval Workflow

Once you have entered all necessary data and completed all required fields, click the **Launch** button at the upper right of the proposal screen. This submits the proposal to the approval process. META will send an email notifying the person or people assigned to the first level of the workflow that there is a proposal waiting for their review.

Proposal Functions and Features

If you are familiar with web-based applications, you will find currIQūnet META easy to use. The flexible nature of META means that there numerous combinations of field types and functionalities

to collect data in the format required. This guide will highlight specific field types and provide instruction on META-specific features, but does **not** instruct you on the step-by-step process of creating curriculum. Your institution may provide instructional materials that dive deeper into the specific proposal types you will encounter or include more specific instructions about the types of information they require.

Navigating Proposals

Move between the sections of the proposal by using the **dark gray tabs** on the left of the page. Any required fields throughout the course proposal will be marked with an asterisk (*) and highlighted light orange or blue. Sections with required fields also have an orange or blue box showing your progress ( ), which will turn green ( ) when you have completed all required fields. You will only be prompted to save when changes are made.

NOTE: Some clients will have an informational landing page that includes links to resources and contact information for the local admins. Some have extensive instructional text on that page. Your cover page may or may not, depending on your institution.

Saving

When changes are made, it is important to click the **Save** button to commit your changes. In case information previously entered needs to be updated or corrected, **DO NOT** use your browser's back button. Instead use the **Back** button in the META window. Select the **Cancel** button to undo your changes.

Proposal Resource Page Example

The **Proposal Resources** page provides links to this manual and the admin manual as well as contact information for currIQūnet support at your institution. For questions concerning the currIQūnet system, refer to these resources.

Dropdown Menus

Use the down arrow on the right side of the textbox to display the dropdown menu to view your options.

Click on the option to select it.

Text box/Text Area

Put your curser into the textbox and enter information directly into the text area. Once you have finished entering in the applicable information, click **Save**.

Date Fields

To select a date, either use the **Calendar** icon (▦) or type in the date using the format **M/D/Year**.

When you click on the icon a popup of a calendar will appear, use the left and right arrows next to the month's name, to browse for another month.
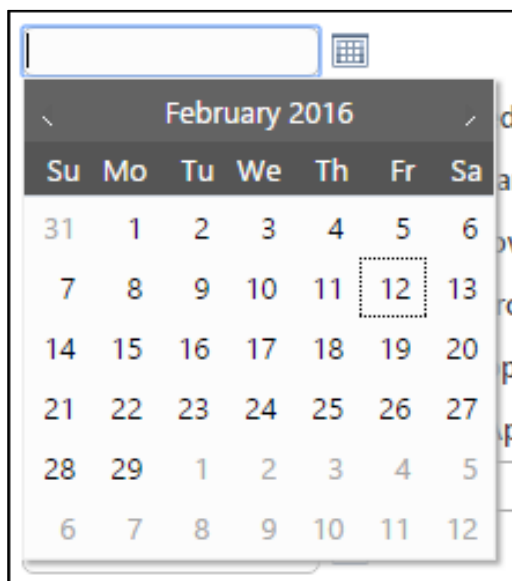
Attach Files

In the **Attach Files** section, you may attach files for additional documentation or support of your proposal. Use the **Select…** button to find files. Navigate to where your files are stored, select them, and then click **Upload Files** to attach them.

Checkbox

Checkboxes are used when selecting a single option for an item.

Checklist

A checklist is a list of items where you may select multiple items. **Methods of Instruction** is an example of a checklist you will commonly encounter.

Repeater Checklist

A Repeater is a special kind of checklist. When items in the checklist are selected, additional fields appear requesting information about that selection. A common use for this function is course general education, where the user indicates which general education areas this new course will meet. Each selection will trigger a hidden field to appear, requesting a justification for this classification.

Multi-Select Lists

A multi-select list presents a very long checklist in a condensed, searchable format. You may scroll down to find the item you are looking for, or type the first few letters of the item you are looking for in the search box (indicated by the red arrow) to filter and shorten the available list. Click the checkbox next to each applicable item (outlined in red below). Select as many items as required. If you check the Show Selected box, you will see only the items you have selected. Click **Clear All** to start over with your selections.
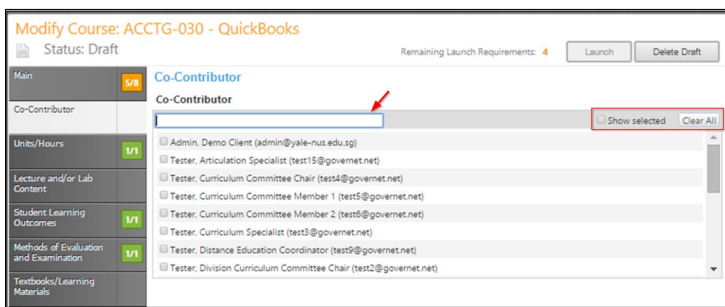
Grids aka Textbooks/Course Materials

Click **Add New Record** under the appropriate category to add materials to the course proposal. Add each item separately.
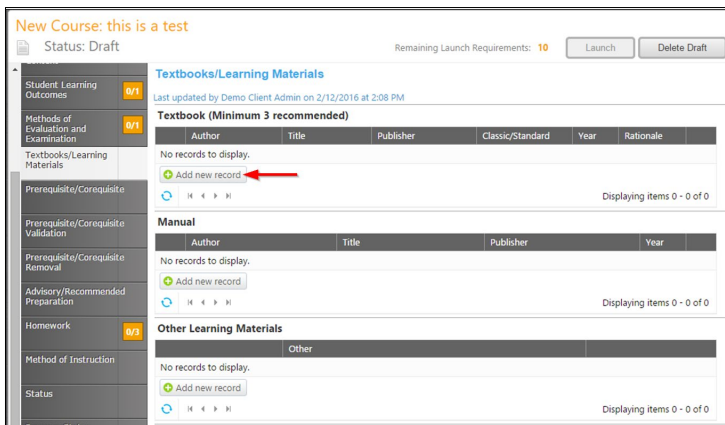
Select the **Insert** button. This will open an area to describe each material.

To create a list of requisites, click the **Add New Item** button.

Next, choose the **Requisite Type** by clicking the dropdown arrow on the right side of the textbox to view your options. If the requisite is a course, select **Subject** and **Requisite Course** from the subsequent dropdown menus. If the **Requisite** is not a course, describe that information in the **Non Course Requirements** field.

The **Condition** dropdown selector is only used if an "**or**" situation or a "**nesting**" situation applies, otherwise it is implied that an "**and**" statement exists between entries. The **Condition** dropdown menu allows you to specify if this course must be taken as well as (using "**and**"), or instead of (using "**or**") the next requirement. Click **Save** to add the requisite to the program.

Requisite Condition and Type are illustrated below.

As you enter and save each entry, you will see a screen similar to the one below. Edit, re-order, and delete items as you did on the SLO page.

Functions and Features

Student Learning Outcomes

Student Learning Outcomes often uses an Ordered List feature. To use this tool, first click **Add New Item**. Each outcome needs to be added individually.
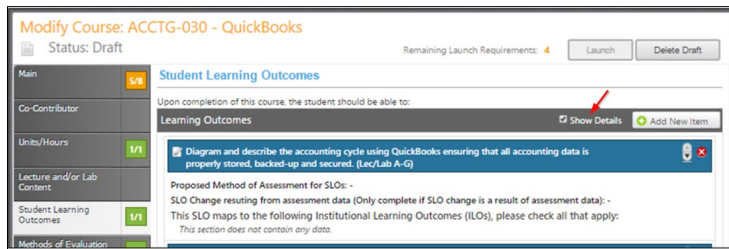
Enter the information for each item and click **Save** after each entry.

NOTE: When you see text boxes highlighted in pink they are "save requirements." These differ from "launch requirement," because these are not necessarily required to launch the proposal, but these are required to save an item to the proposal. As shown in the example below, if you enter a **Student Learning Outcome** (SLO) you must also enter the **Proposed Method of Assessment** for that specific SLO.
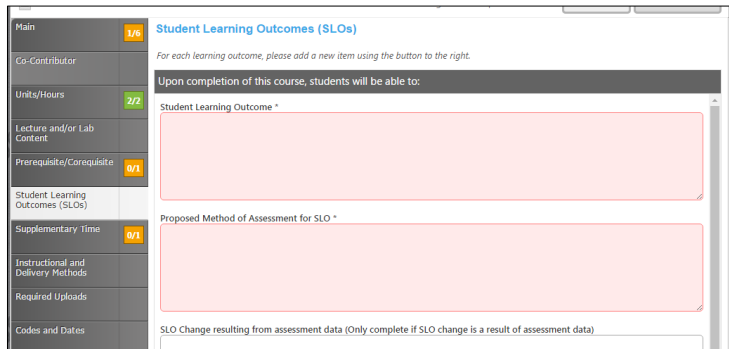
Some Institutions will have the option to map course SLOs directly to Individual Learning Outcomes (ILOs). This is normally only done for stand-alone courses or for institutions that do not map their SLOs to their Program Learning Outcomes (PLOs) directly. If this is an option, users can indicate by checking the appropriate checkboxes as to which ILOs an SLO maps to. You can select multiple checkboxes.

When you have entered and saved the SLOs, you will see a screen similar to the one below. To edit a Student Learning Outcome, click the blue bar containing the outcome. You will be taken back to the detail page where you are able to make the changes. To re-order outcomes, use the up and down arrows to the right of the blue bar. Click the red **Delete** icon (⊗) to delete individual outcomes.
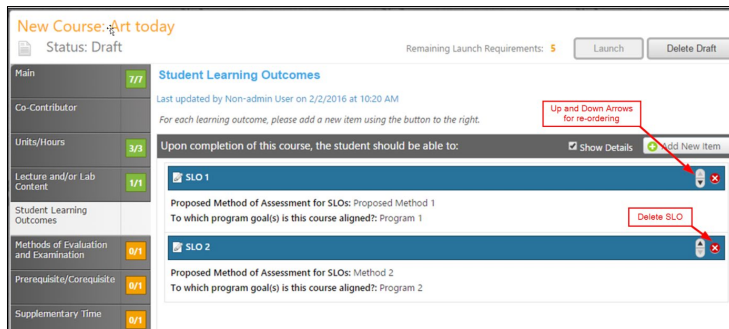
Condition

The **Condition** dropdown selector need only be used if an "**or**" situation or a "**nesting**" situation applies, otherwise it is already implied that an "**and**" statement exists between entries.

The **Condition** dropdown menu allows you to specify if this course must be taken as well as (using "**and**") or instead of (using "**or**") the next requirement.
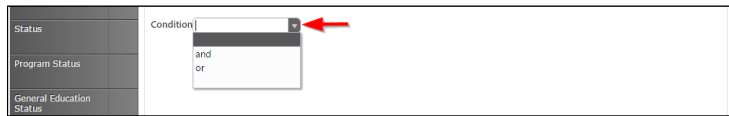
Course Blocks

Course blocks are nested ordered lists that hold the requirements for a program. The first level indicates categories of courses for the program, which may include Program Prerequisites, Core Courses, or Electives. Within each of those categories, the user will assemble the courses that will meet that requirement.

Content Review

To review how the content or objectives of a requisite affect the course you are working on, click **Add New Item**.
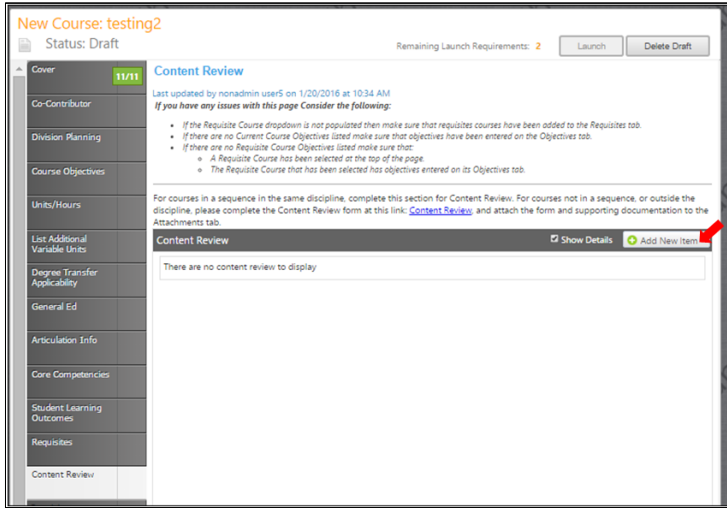
Use the dropdown menu to choose the **Requisite Course** and **Content Review Type**.

Objective and Content Mapping

To map this courses objectives to a requisite course's objectives, select the **Content Review Type,** "**Objective To Objective**" from the **Content Review Type** menu. Select the current course objectives and the corresponding requisite course objectives from the check lists that will appear.

NOTE: Both courses must have objectives saved for items to appear in checklist.

Objective to Content

To map this course's objectives to items in a requisite course's content, select **Content Review Type** menu, and then "**Objective to Content**." Select the current course objectives from the check list that will appear, and enter the information from the requisite course's content in the text area.

NOTE: The current course must have objectives saved for items to appear in checklist.

Read Only Fields

If at any point you are unable to click into or make changes to a field's information, you do not have edit privileges for that field. If you need to make changes to such a field, contact your institution's currIQūnet administrators.

Auto Calculations

Some institutions have automatically calculated fields on their Units/Hours pages. When users enter the base measurement into the white numerical fields the grayed out fields will automatically calculate.

Show/Hide Pages

Show/Hide pages are used in areas where additional information is required because the proposal meets certain criteria. Responses on a field of any type may cause additional fields to appear.

Most frequently, the trigger field and the unlocked fields will be on the same proposal page. For example, on this proposal page, the user is to indicate that a list of materials to support the course has been provided to library staff.

When a user selects this checkbox, an attachment tool appears to add a copy of this list to the proposal.

Show/Hide triggers may also unlock a different proposal path. In the following example, when a user selects the Global Citizenship page, there is a message stating "This course is either not proposed for or already approved for Global Citizenship. Edit the global status of this course on the cover page."

If the user returns to the Cover page and selects the checkbox indicating this course is proposed for Global Citizenship status, upon returning to the Global Citizenship page, they will be able to edit this page.

Rich Text Editor

This feature is used in numerous places throughout META. The Rich Text Editor within the META system provides several tools to help you format text entries. It also allows you to add hyperlinks and insert images like word-processing programs.

Copying and pasting an outline straight from Microsoft Word or a similar word-processing program will **NOT** provide a properly formatted outline. The embedded formatting information word-processing programs include will cause issues within the editor.

If pasting a paragraph of text (as you might for a Course Description) into the Rich Text Editor, you must paste it as plain text. Type **Ctrl+Shift+V** (in Windows), or right click on your mouse, and select **Paste as Plain Text**. If you do not do this, hidden formatting tags will interfere with the internal tools of the editor and cause problems with reports.

Creating an Outline within the Rich Text Editor

The simplest and best way to produce a properly formatted outline is directly in the Rich Text Editor. You may enter your line headings as you see fit, or use the built-in list tools.

The left **List Tools button** creates a bulleted list, and the right button creates a numbered list. Use the indent tools to create levels within the list. The button on the left (in the indent tools) will create an indent and the right side button will remove the indentation.

Below is an example of a bulleted list with several levels of indentation:
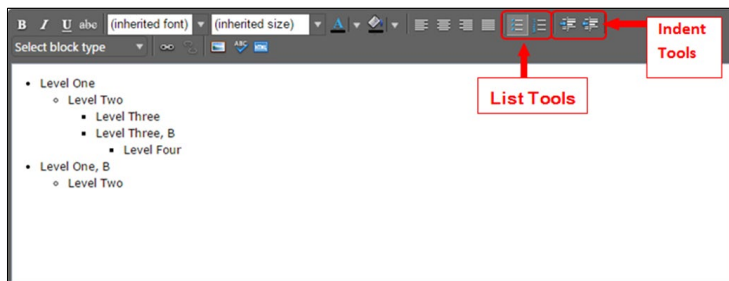
Below is an example of a numbered list with several levels of indentation:
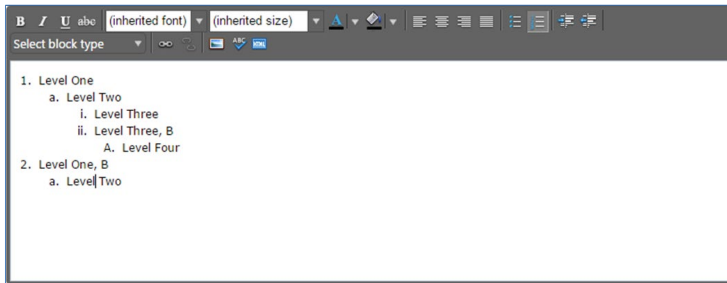
If you would prefer to specify your own level designations, you may do so as well, using the indentation tools as necessary.

To create indented levels, select the end of the last line before the indentation, and click **Enter**. Select the end of the last line of the indentation, and click **Enter** again. This will create a new block of text. You **MUST** add these additional hard returns to indent text.
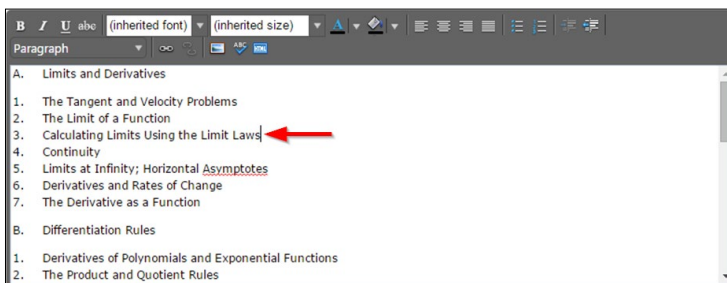
Click within the block to be indented, and click the **Indent** button. To indent a second level, click the button twice. For a third level, click three times, etc. Do this for each level.
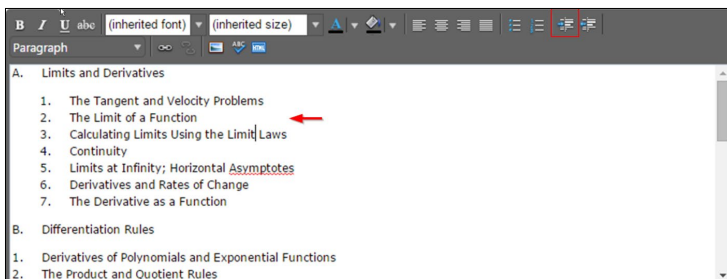
Creating an Outline Using HTML

The third way to create a properly formatted outline requires knowledge coding HTML. If you know how to format your outline in this method, click the **HTML** button.
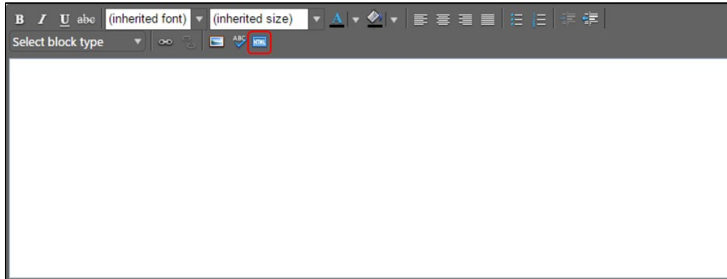
This will change the view of the Rich Text Editor. Enter or copy and paste your content and HTML code as desired. When finished, click OK to save your changes.

If done correctly, this will produce an outline in the Rich Text Editor.

Approvals

To view pending approvals, click the **Approvals** button at the top of any page. If you have any approvals waiting for you, there will be an orange box with a number in it attached to the **Approvals** button. The process is similar for all proposal types. The standard user without administrative privileges will not be able to see the **All Approvals** option. They will only be able to see approvals for which they are the originator or the next member of the approval process.

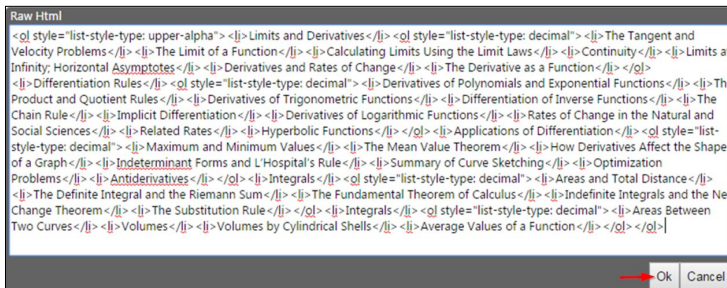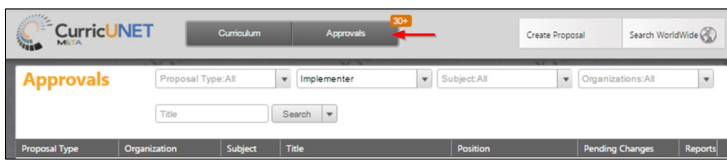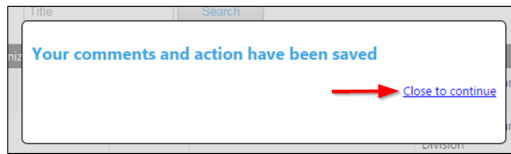If you are the next user in the approval process, you will see this screen. If you wish to view the course, you can select **View Proposal**. You may also view any available reports by clicking the name of the report. Use the **Action** drop down menu to select the action you wish to take on the proposal, add any **Comments,** and then click **Commit**. When you make a comment it will become a permanent part of the comments once you click commit.

Committing your actions will move the proposal to the next part of the approval process. If you reject the proposal, it will remove the proposal from the system. If you request changes, it will send the proposal back to the originator. Once these changes have been made, the proposal will return to the person who requested the changes.

The **History** report shows what has happened in the approvals process for this proposal and who is next in line, the time and date each action was taken on the proposal. It also shows the actions that have been taken on this proposal and a permanent history of comments.
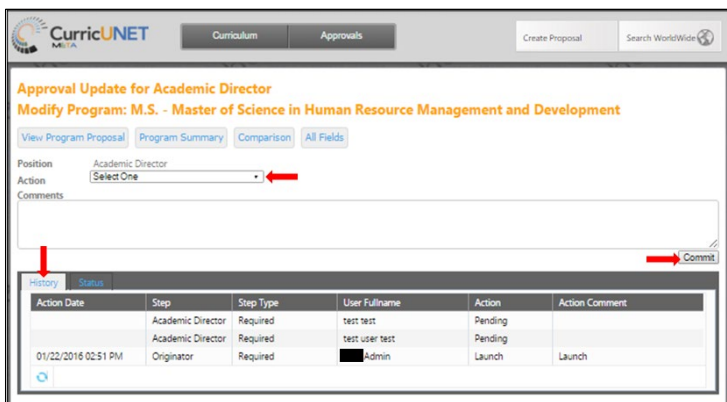
Make sure you see a confirmation message to confirm that when you clicked **Commit,** the action was received. The confirmation will appear in a popup window. You must click **Close to continue** to ensure your actions are committed. **This is vital.** *If you do not see this popup, your action has not been saved, and you must perform your action again.*

Implementing or Publishing Curriculum

To implement a curriculum proposal and add it to the college's offerings, the last user in the approval process must select **Implement** (1) from the action menu. Select the **Publish date** (the date the course will become active) by clicking on the **Calendar** icon (2). Add any comments necessary and click **Commit** (3).

You must confirm the final action by clicking **Activate**. *This is a vital action.* If you do not see this popup, your action has not been saved, and you must perform it again.