

CHAPTER
15

OUTLINE: MODIFY / FREEZE PROPOSAL

cur • ric • u • lum (ke-rik'ye-lem)

n.pl. cur • ric • u • la (-le) or cur • ric • u • lums

1. All the course of study offered by an educational institution.
2. A group of related courses, often in a special field of study; *the engineering curriculum*.

[Latin, *course*, from *currere*, *to run*.]

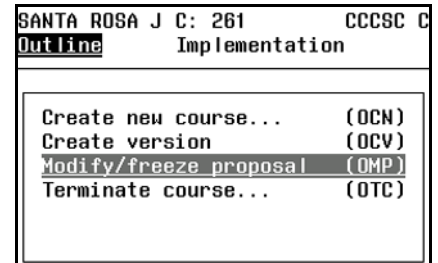
A. Outline: Modify / Freeze Proposal

Function and Use: Use this to work on a previously created course proposal. This function allows you to 'freeze' a proposal, thereby making it available for signatures and preventing it from being changed by most users.

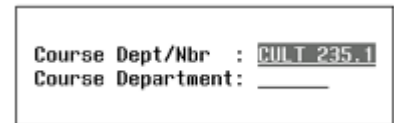
Step

Illustration

1. Choose Outlines > Modify / Freeze Proposal. You can also type in 'OMP' and then press <ENTER> as a short-cut.



2. A prompt is displayed to enter the Course Dept/Nbr. In this example we entered: 'CULT 235.1'. Press <ACCEPT> to process the data entry.



This screen below may look different depending on the customization of the program at your college.

SANTA ROSA J C: 261		CCCSC Curriculum Management	
Outline	Implementation	Lookup/Reports	Utilities
Modify Proposal Page 1(M)			
Course: <u>CULT 235.1</u>	Title: <u>SWISS CUISINE</u>	Ver: <u>01</u>	Stat: <u>N</u> Aprv: <u>P</u>
Full title: <u>Swiss Cuisine</u>			
Term effct: <u>F2000</u>	Submitted by: <u>JULIA M. BAUMHOEFER</u>	Date: <u>10/06/1999</u>	
Division : <u>00</u> NOT USED	Units max: <u>.5</u>	Min : <u>.5</u>	
Area dept : <u>CFS</u> CONSUMER AND FAMILY	Lec hours: <u>1.5</u>	Load: <u>1.5</u>	
FSA's : <u>CFS</u> CONSUMER AND FAMILY	Lab hours: <u>2.0</u>	Load: <u>2.0</u>	
Disciplines: <u>CULT</u> CULINARY ARTS/FOOD T	Cntct DHR: _____	Load: _____	
T/5 cat : <u>01</u> AA DEGREE APPLICABLE	Total hrs: <u>3.5</u>	Other DHR: _____	
Basic skill: <u>X</u> NOT BASIC SKILLS	Weeks dur: <u>4</u>	Graded : <u>GC</u> CR/NC option	
Instr levl: <u>X</u> NOT APPLICABLE	Repeat cd : <u>39</u> 2 ENROLLMENTS TOTAL	MOI's : <u>03</u> LECTURE/LABORATORY	
Group ID : _____	In-service: <u>S</u> IN-SRVC; NOT INTENSV	Open exit: <u>N</u> NOT OPEN ENTRY/EXIT	
Pacs prog : <u>0000</u> UNRESTRICTED	Spec crs : <u>X</u> NOT A SPECIAL COURSE	Pacs actv: <u>1332</u> DIET TECH/FOOD MGT	
Auditable : <u>N</u> Selectd topic: <u>N</u>	Limit : _____ Wait: _____	Fee : <u>\$.00</u>	
Cost level: <u>00</u> Certif applic: <u>Y</u>	Workload : <u>0.0000</u>		
Modify Proposal Page 1(M)			
Change Keys	Help Field	Rpt Grp Courses	Select More
Back Tab		Accept	Reject

Figure 15.2 First Screen of 'Modify Proposal'

A detailed explanation of the fields in the 'Modify Proposal' screen is found in Chapter 1 Outline: Create New Course - Part 1.

Make the appropriate changes. If you press the function key: <SELECT MORE> you can add additional codes into the field which is highlighted. For example, up to six disciplines can be entered for a course. If you press <SELECT MORE>, you can keep adding more disciplines. If you enter more than one the field will have an "*" asterisk by it, indicating there is more than one code entered. This applies to the fields: FSA's (Faculty Service Areas), Disciplines, Basic Skills, and MOI's (Methods of Instruction).

If you press the function key: <RPT GRP COURSES> you will get a list of the courses associated with the Repeat Group ID.

Tip: Choose the <HELP FIELD> function key when there are multiple values that you can choose from for a particular field. A message box will appear: "Enter Optional Criteria". Press <ACCEPT> or <ENTER> on your keyboard. A list will appear from which you can pick the value you want.

Note: Not every field has to be filled in. However, before the course is approved, all fields must have information in them.

After completing the data entry on the first screen, press the <ACCEPT> function key to process the data entered (pressing the <REJECT> function key rejects any changes). Notice that the function keys at the bottom of the *Modify Proposal* screen have changed:



Figure 15.3 Function Keys after selecting <ACCEPT>

- Press the <PAGE 1> function key to move to the first field: 'TITLE' for data entry.
- Press the <PAGE 2> function key to move to the second screen of course data.
- Press the <OUTLINE SECTIONS> function key to bring up a menu of other sections of the course outline (see *Create New Course - Part 2* to work with outline sections).
- Press the <RENAME COURSE> function key to bring up a data entry box to change the course discipline prefix and/or number.
- Press the <FREEZE PROPOSAL> function key to freeze the proposal so the course is ready for signatures. Once frozen, only the Curriculum Super can 'unfreeze' the proposal and modify it if necessary.
- Press the <RETURN SELECT> function key to enter new selection criteria to create another course revision.
- Press the <PREVIOUS ACTION> function key to go to the previous menu or screen.

Press <PAGE 2> to move to the second screen of course data. This is Page 2 of *Modify Proposal*:

SANTA ROSA J C: 261		CCCSC Curriculum Management		Utilities		Quit
<u>Outline</u>	Implementation	Lookup/Reports	Modify Proposal		Page 2(M)	
Course:	CULT 235.1	Title:	SWISS CUISINE	Ver:	01	Stat: N Aprv: P
Classification:	I OCCUPATIONAL EDUCATN	Curric approve:	_____			
Matric req :	X EXMPT FROM ASSESSMNT	Prereq approve:	_____			
Non-credit cat:	X NOT APPLIC, CREDIT	Vrsion approve:	_____			
SAM code :	D POSSIBLY OCCUPATIONL	Last reviewed :	_____			
Subject code :	XXXXXX NOT USED	Term effective:	FALL	2000	_____	
TOP code :	1306.30 CULINARY ARTS	Term inactive :	_____			
CIP code :	00.0000 NOT USED	Last taught :	_____			
VEA codes :	N NOT VEA FUNDED					
Advisory code :	00 NO ADVISORIES					
Prereq / coreq:	N NO PREREQ RULES					
Instr sig reqd:	N INSTR SIG NOT REQ'D					
Same crs key :	_____					
Last user :	EWELLS	Last updated :	12/05/2002			
		Modify Proposal		Page 2(M)		
Change Keys	Help Field	Same As Courses	Select More	Back Tab	Accept	Reject

Figure 15.4 Second Page of Modify Proposal

A detailed explanation of the fields in the 'Modify Proposal' screen is found in Chapter 1 Outline: Create New Course - Part 1.

This screen may look different depending on the customization of the program at your college. After completing the data entry on the second screen, press the <ACCEPT> function key to process the data entered.

The following fields do not require data entry, as the information (if it exists) is pulled from other sources in the program:

- Curriculum approval (date)
- Prerequisite approval (date)
- Version approval (date)
- Last reviewed (date)
- Term inactive
- Last taught (term)

There is also a new set of function keys in Figure 5.4:

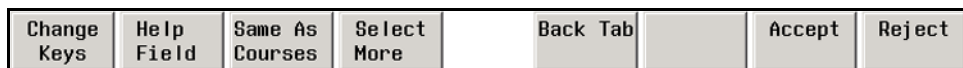


Figure 15.5 Function Keys after selecting <PAGE 2>

- Press the <CHANGE KEYS> function key to switch to another set of function keys.
- Press the <HELP FIELD> function key to display help for particular field.
- Press the <SAME AS COURSES> function key to display a list of approved courses which are in the 'same as' group.
- Press the <SELECT MORE> function key to enter additional data for the selected field.
- Press the <BACKTAB> function key to move backwards through the fields.
- Press the <ACCEPT> function key to update the database with the information entered.
- Press the <REJECT> function key to reject the changes on the current screen.

If after working with Page 1 or Page 2 you select the <FREEZE PROPOSAL> function key, you will be prompted with the following message box:

SANTA ROSA J C: 261		CCCSC Curriculum Management	
<u>Outline</u>	Implementation	Lookup/Reports	Utilities
Modify Proposal		Page 1 (M)	
Course: <u>CULT 235.1</u>	Title: <u>SWISS CUISINE</u>	Ver: <u>01</u>	Stat: <u>N</u> Aprv: <u>P</u>
Full title: <u>Swiss Cuisine</u>			
Term effct: <u>F2000</u>	Submitted by: <u>JULIA M. BAUMHOEFER</u>	Date: <u>10/06/1999</u>	
Division : <u>00</u> NOT USED	Units max: <u>.5</u>	Min : <u>.5</u>	
Area dept :	<u>Question</u>	<u>1.5</u>	
FSA's :		<u>2.0</u>	
Disciplines:	Please confirm: do you want to freeze this proposal?		
T/5 cat :			
Basic skill:			
Instr levl:			
Repeat cd : <u>39</u> 2 ENROLLMENTS TOTAL	Graded : <u>GC</u> CR/NC option		
Group ID :	MOI's : <u>03</u> LECTURE/LABORATORY		
In-service: <u>S</u> IN-SRVC; NOT INTENSV	Open exit: <u>N</u> NOT OPEN ENTRY/EXIT		
Pacs prog : <u>0000</u> UNRESTRICTED	Pacs actv: <u>1332</u> DIET TECH/FOOD MGT		
Spec'l crs : <u>X</u> NOT A SPECIAL COURSE	Limit : _____ Wait: _____		
Auditable : <u>N</u> Selectd topic: <u>N</u>	Fee : <u>\$.00</u>		
Cost level: <u>00</u> Certif applic: <u>Y</u>	Workload : <u>0.0000</u>		
<u>Question</u>			
		* YES	NO

Figure 15.6 Confirmation Message

Press <YES> to confirm the freezing of the course, or <NO> to leave the course as is. **Once frozen, only the Curriculum Super user is able to 'unfreeze' or modify the course.** (For questions about user access, go to: http://www.santarosa.edu/cccsc/user_access.htm).

Note: Some colleges require that all fields on Page 1 be filled in before the program will freeze the proposal.