

# Title 5 Compliance (Lecture-Laboratory Courses)


## Instructions for course changes in CurricUNET

### Curriculum Deadlines Revisions (Repeatability)

NOV 1	All courses submitted <u>only</u> for revising the repeatability field (non lec-lab courses) (please notify Michael Bowen by email to mbowen@vcccd.edu once you have submitted the course through CurricUNET)
NOV 15	Repeatability Family Proposal and Course Revisions; and lec-lab courses
JAN 15	New Courses created for Families due to repeatability

### Instructions for Revising Lecture-Laboratory Courses in CurricUNET

All lec-lab courses must be changed to Lecture, Laboratory, and/or Lecture and Laboratory combination courses. This must be submitted as a REVISION. The COR should reflect full course information since it will be the most current version of the COR available.

- 1) Log on to CurricUNET
- 2) Under "Build", choose "Course", then "Course Update/Revision/Delete", and your "Discipline".
- 3) Click on the copy icon  on the active course (in red) you want to revise.
- 4) Choose a proposal type "Credit Course Revision" and click "Next".
- 5) Enter the "Rationale" as "Revising lecture and lab hours", and click "OK". (See Figure A)
- 6) Click on each item on the right-hand side under the "Course Checklist", like you would normally work on the course. Under "Cover" checklist, pay attention to Proposed Start Year and Semester. (See Figure B) Also, you will need to check off "Units" (if changes), "Hours", "Content" and any other changes that apply in the Modification Type field. (See Figure C) Please complete all areas; do not leave them blank.
- 7) Click "Save" and "Finish" when you are done with the page.
- 8) Refer to next page for further instructions.

**Note:** This instruction sheet will depict only pages in CurricUNET that is essential for changes made to lec-lab courses. You still must complete all pages to reflect the most current version of the COR.

Figure A

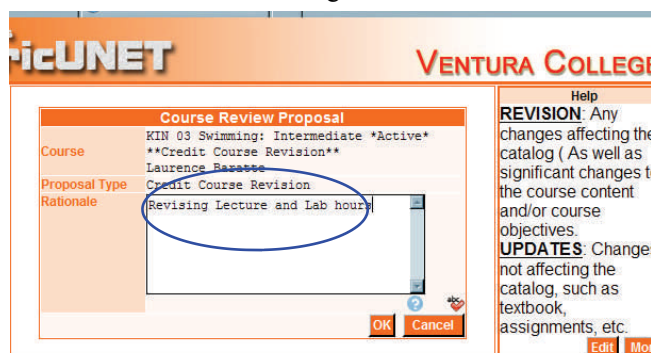


Figure B

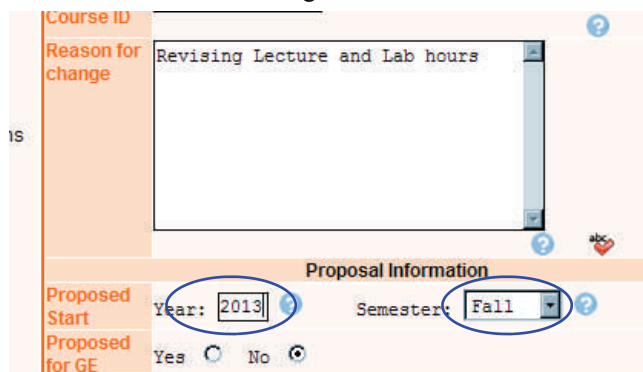
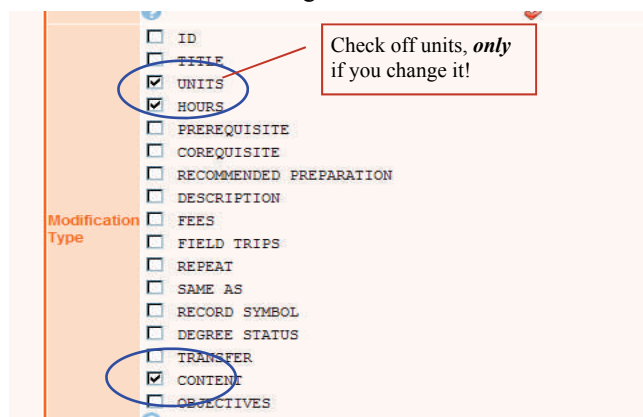


Figure C



## Units/Hours Page

- 1) In the Units/Hours Course checklist page, input total units of the course. (e.g. 2.00 unit course)
- 2) Specify the weekly lecture hours here. (e.g. 0.5 unit is lecture, for a total of 0.5 weekly hours.) Please refer to Hours to Units Relationship guide.
- 3) Specify the weekly lab hours here. (e.g. 1.5 units is lab, for a total of 4.5 weekly hours.) Please refer to Hours to Units Relationship guide.
- 4) This field should be left empty.
- 5) This is will automatically be calculated on lecture and lab hours.
- 6) Click "Save" and "Finish".
- 7) Continue to "Instructional Modes" Page.

Please Remember To Save Work Before Navigating Off Of Page.

**Course Units/Hours**

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By Paulette Johnson

**Class Hours**

Variable Units/Hours Exist: Yes: ☐ No: ☒

Carnegie Hours Override: ☐

1 classroom lecture hour weekly = 1 unit  
2 classroom lecture-laboratory hours weekly = 1 unit  
3 classroom laboratory hours weekly = 1 unit

Units:

Weekly Lecture Content Hours:

Weekly Lab Content Hours:

Weekly Lecture/Lab Content Hours:

Total Semester Contact Hours (based on 17.5 week semester):

Internship, Work Experience, or Directed Studies: Yes ☐ No ☒

**Course Checklist**

- ☒ Main
- ☒ Cover
- ☒ Units/Hours
- ☒ Requisites
- ☒ Requisite Justification
- ☒ Entrance Skills
- ☒ Course Objectives
- ☒ Course Content
- ☒ In Class Assignments
- ☒ Outside Assignments
- ☒ Instructional Modes
- ☒ Evaluation Methods
- ☐ Distance Ed
- ☒ Representative Texts / Instructional Materials
- ☐ Additional Resources
- ☐ Attached Files
- ☐ General Ed (Optional)
- ☐ Student Learning Outcomes (Optional)
- ☐ Minimum Qualifications
- ☐ Core Skill Sets (Optional)
- ☐ All Fields Communication
- ☐ Codes/Dates

Note: For lecture and lab combination courses, the "Outside assignments" course checklist page must be completed with the hours dedicated to the out of class study time for the lecture units. (See instructions for completing the Outside assignments" course checklist page)

## Instructional Modes Page

- Depending on how you design the course, check off the methods that apply. Click on "Save" and "Finish". If you check off "Laboratory", the "Lab Content" Course Checklist will appear and you will need to go into that page and insert the lab content.
- Lecture/Laboratory should **not** be checked off.
- Click "Save" and "Finish" when you are done. Go to "Course Content" Page.

Please Remember To Save Work Before Navigating Off Of Page.

**Representative Instructional Modes**

Must specifically relate to course objectives and content

Methods:

- ☒ Lecture
- ☒ Laboratory
- ☒ Lecture/Laboratory
- ☐ Other (Specify):

☐ Audio Visual Presentations

**Course Checklist**

- ☒ Main
- ☒ Cover
- ☒ Units/Hours
- ☒ Requisites
- ☒ Course Objectives
- ☒ Course Content
- ☒ In Class Assignments
- ☒ Outside Assignments
- ☒ Instructional Modes
- ☐ Evaluation Methods
- ☐ Distance Ed
- ☐ Representative Texts / Instructional Materials
- ☐ Additional Resources

## Course Content Page

You must specify the Total Semester Hours dedicated to the lecture. Please refer to Hours to Units Relationship guide. Then, insert the Lecture Content. Lab Content will be inserted in the Lab Content page.

Click "Save" and "Finish" when you are done. Go to "Lab Content" Page.

Suggestion: You can remove the Lab Content from this page and paste it in the "Lab Content" checklist page. You may also choose to type the Lab Content directly in the "Lab Content" page.

## Course Lab Content

Note: You may not see this page at first. After you have completed the Instructional Modes Page, Lab Content page will appear for you to work on.

You must specify Total Semester hours dedicated to the laboratory. Please refer to Hours to Units Relationship guide. Then, insert the lab content.

Click "Save" and "Finish" when you are done. Go to "Outside Assignments" Page.

## Outside Assignments Page

Complete out-of-class assignments and insert the hours dedicated to Out of Class study in "Other" section of the page. Please refer to Hours to Units Relationship guide.

Click "Save" and "Finish" when you are done. Please complete other pages from "Cover" to "Representative Texts/ Instructional Materials". Click "Save" and "Finish" on every page.

Once you have completed all items from "Cover" through "Representative Texts/Instructional Materials", you can "submit" your course for approval.