

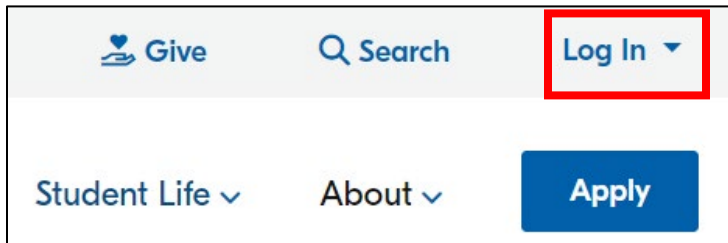
Contents

Meta General Information	2
Logging into Meta.....	2
Understanding the Dashboard	3
Accessing Different Modules on the Dashboard.....	3
Customizing the Dashboard.....	3
Quick Searches on the Dashboard.....	3
Creating New Proposals on the Dashboard	4
Where is the Proposal I was Working On?	4
Approvals in Meta.....	5
View Proposal Method for Approvals	5
Reports Method for Approvals	6
Where is My Proposal in the Workflow?.....	7
Curriculum Information	8
Setting Your Searches	8
Course Search.....	8
Program Search.....	9
Creating New Courses and Programs	9
Modifying Courses and Programs.....	10
Deactivating Courses and Programs	11
Program Review (ASPIRE)	12
Program Review Searches	12
Creating Program Review Annual Documents	13
Service Area Outcomes (SAOs)	Error! Bookmark not defined.
Student Learning Outcomes (SLOs).....	Error! Bookmark not defined.

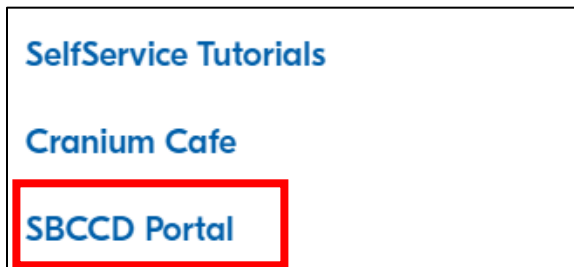
Meta General Information

Logging into Meta

1. Go to the www.valleycollege.edu website
2. Click on the **Log In** tab on the top right of the page:



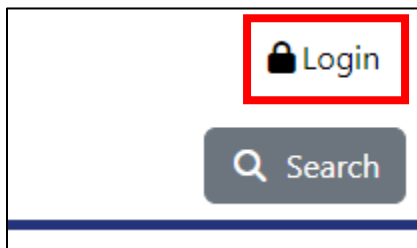
3. Click on **SBCCD Portal**:



4. Log in to the **SBCCD Portal** using your computer username and password.
5. After logging into the SBCCD Portal and conducting the Multi-Factor Verification, click on **CurriQunet – SBVC Production**:



6. This will take you to the Meta login page. Click **Login** on the top right of the page:



If you do not have access to logging into Meta, that's okay! You still can use the Search function to access Course Outlines of Records (CORs). Click on the **Search** button right under the Login button and you will

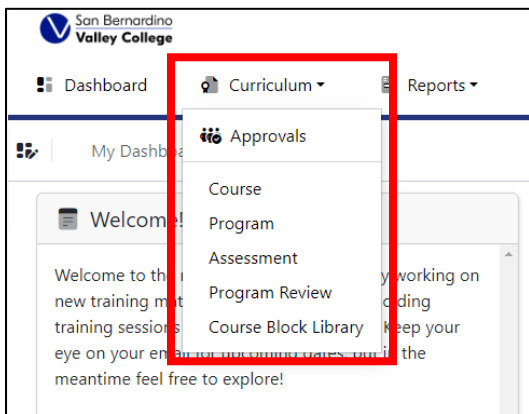
see all of our courses, both active and historical. Don't have access? Email kyarbrough@sbccd.edu to create an account.

Understanding the Dashboard

The Dashboard is Meta's new homepage. This is where you will find announcements from the Curriculum Team.

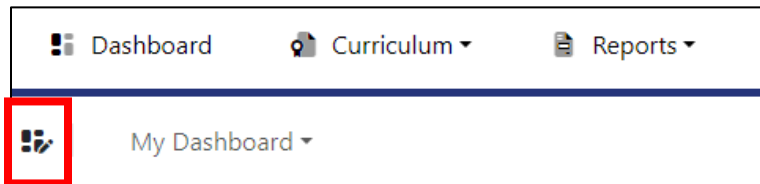
Accessing Different Modules on the Dashboard

On the dashboard, you will be able to access Approvals, Courses, Programs, Assessments, and Program Review pages. To reach these pages, click on the **Curriculum** button, then click on the module you would like to view.



Customizing the Dashboard

You can customize your dashboard to include your favorite searches or your approvals. To customize, click on the **edit icon** underneath the Dashboard button and select the items you would like to add to your dashboard.



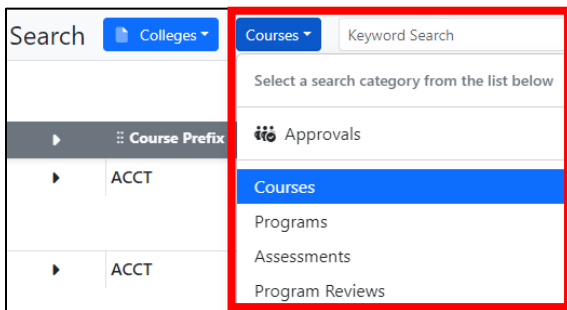
Quick Searches on the Dashboard

You can now quickly search for proposals on the Dashboard.

- Click on the Search button at the top right of the page.



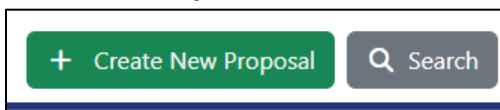
- Choose what type of proposal you are searching for, whether that be a course, program, assessment, or program review document, then type what you are looking for in the Keyword Search box. You can then either hit Enter on your keyboard or click the Search button.



Creating New Proposals on the Dashboard

Creating any new proposal can be done by clicking on the green **Create New Proposal** button. NOTE: This is only for **new** courses, **new** programs, **all** SLO Assessments, **all** SAO Assessments, and **all** Program Reviews. For curriculum, to modify a course or program, follow the steps in the Curriculum section below.

- Click **Create New Proposal**



- Select the **Proposal Type** and click **Create** and then begin working on your proposal!

The image shows a 'Create Proposal' dialog box with a 'Proposal Type' dropdown menu set to 'New Course'. There are 'Create' and 'Cancel' buttons at the bottom right.

Where is the Proposal I was Working On?

When you are working on a proposal and need to come back to it at a later date follow these steps:

1. Log into Meta.
2. Click on the **Curriculum** button to the right of the Dashboard button. Choose the type of proposal you were working on (course, program, assessment, program review).
3. Click the **My Proposals** toggle button and then click **Search**.

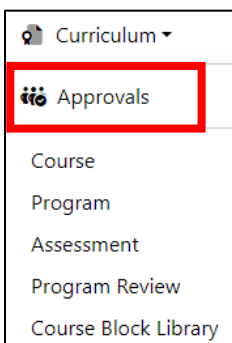


NOTE: You must change the status to **DRAFT** before clicking **Search**.

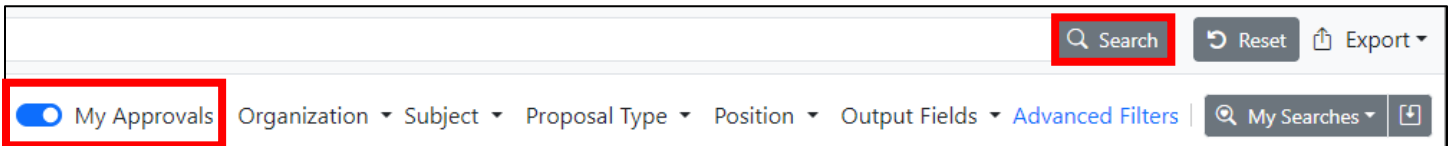
4. You should see your proposal below. Click on the proposal and it will take you back to the editing pages to continue working on until you are ready to launch.

Approvals in Meta

If you receive an email notifying you of a proposal requiring your review, or if you'd just like to see if you have any proposals in your queue to review, log into Meta and click on the **Curriculum** button to the right of the Dashboard button, then click on **Approvals**.



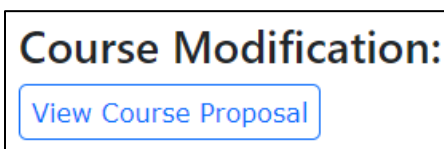
Click on the My Approvals toggle button and then click Search and you will see everything in your queue to review.



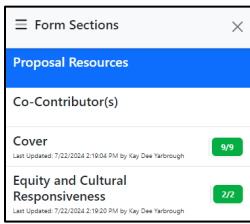
Click on the proposal you would like to review, and you have two options to review:

View Proposal Method for Approvals

Clicking on the **View Proposal** button will show you everything that was submitted into Meta by the Originator.

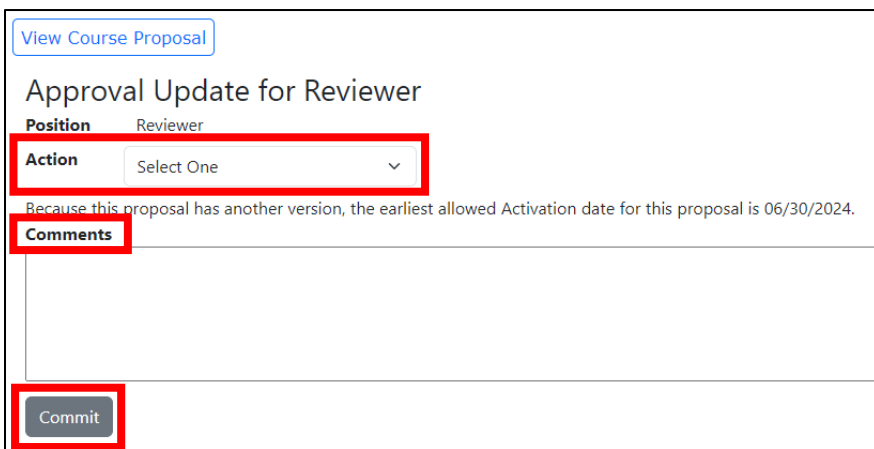


After clicking the **View Course (or Program) Proposal** button, click through all of the tabs on the right of the page to review the information.



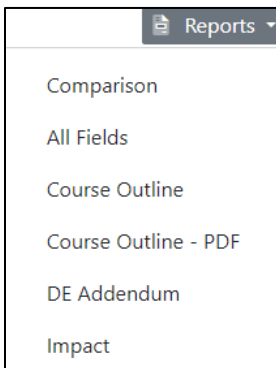
Once you have reviewed the entire proposal, click on the back arrow in your browser.

Select an Action and add a Comment, then click Commit.



Reports Method for Approvals

Another method to review a proposal is to click on the **Reports** tab to the right of the page and reviewing the different reports.



The **Comparison** report will show you what has changed in a proposal, this is particularly useful for modified courses and programs.

The **All Fields** report will show you everything that was entered into Meta by the Originator. Review each report in this area to find what works best for you.

When you are ready to review, select an Action and add a Comment, then click Commit.

[View Course Proposal](#)

Approval Update for Reviewer

Position Reviewer

Action Select One

Because this proposal has another version, the earliest allowed Activation date for this proposal is 06/30/2024.

Comments

Commit

Where is My Proposal in the Workflow?

- To find your proposal after you've launched it into the workflow, click on the **Curriculum** button to the right of the Dashboard button and then click on the module that is associated with your proposal (course, program, assessment, program review).
- Find the proposal you are working on by either switching the **My Proposals** toggle over (then click search) or by using the keyword search at the top of the page.

My Proposals | Subject ▾ | Proposal Type ▾ | Status 1 ▾ | Output Fields 5 ▾ | Sort Options 2 ▾ | Advanced Filters | My Searches ▾ 

NOTE: You MUST change the **Status** to **In Review** before clicking **Search**.

- Find and click on your proposal.
- Click on View Proposal History under the proposal title, in the middle of the page

In Review
View Proposal History
✔ Complete
📄 Reports

- This will take you to the approval workflow for the proposal, you can then see all of the comments made (under the History tab), check where your proposal is in the workflow (under the Status tab), and to view attachments (under the Attachments tab).

Action Date	Step	Step Type	User Fullname
<div style="display: flex; justify-content: space-around; margin-bottom: 5px;"> History Status Level Summary Attachments </div>			

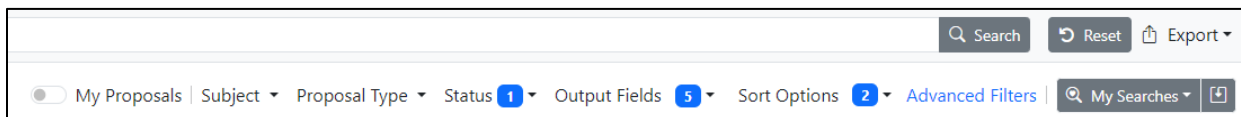
Curriculum Information

Setting Your Searches

It is important to set up your searches to make sure you are receiving the right information.

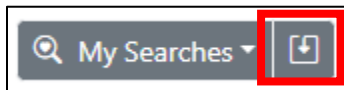
Course Search

1. Click on the Curriculum Button to the right of the Dashboard button, then click on Course. This will take you to the main search page for Meta.
2. Filter through these tabs to set up what you'd like to see moving forward:



Here's what is recommended:

- **My Proposals** – Leave this toggle off for searches, this will ONLY show you everything you've proposed (current and historical) but will not show you all proposals for departments.
- **Subject** – Change the subject to what you would like to see moving forward.
- **Proposal Type** – Leave blank.
- **Status** – Click Active. This will show you all current course outlines for the academic year. If you'd like to see approved proposals, you can also check Approved.
- **Output Fields** – Leave blank. This can be used for more advanced searches and/or if you'd like to run reports in Meta.
- **Sort Options** – Click on Course Prefix and Course Number. This will make sure all courses are in order.
- Once you have these filtered, click on the down arrow in the box to save this search.



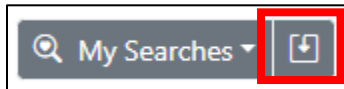
- Click on the top area that says, "Save this search as the default search for Courses", then click Save.
- You can also save multiple searches to filter through by clicking on "Save this search to my saved searches", giving the search a name, and then clicking save.

Program Search

Click on the Curriculum button to the right of the Dashboard button, then click on Program. This will take you to the main search page for Meta. Filter through these tabs to set up what you'd like to see moving forward:



- **My Proposals** - Leave this toggle off for searches, this will ONLY show you everything you've proposed (current and historical) but will not show you all proposals for departments.
- **Organization** – Click on the division or department(s) you want to see.
- **Proposal Type** – Leave blank.
- **Status** - Click Active. This will show you all current programs for the academic year. If you'd like to see approved proposals, you can also check Approved.
- **Output Fields** – Leave blank. This can be used for more advanced searches and/or if you'd like to run reports in Meta.
- **Sort Options** – Click on Program Title. This will make sure all programs are in order.
- Once you have these filtered, click on the down arrow in the box to save this search.

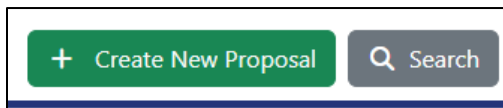


- Click on the top area that says, “Save this search as the default search for Programs”, then click Save.
- You can also save multiple searches to filter through by clicking on “Save this search to my saved searches”, giving the search a name, and then clicking save.

Creating New Courses and Programs

Creating new courses and programs is done by clicking on the green **Create New Proposal** button on the dashboard page.

- Click **Create New Proposal**



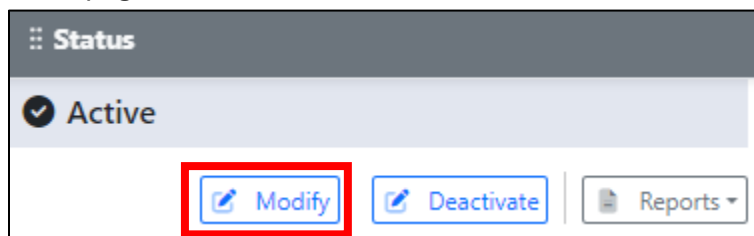
- Select the **New Course** or **New Program** and click **Create**. Follow the instructions on the screen to begin working on your proposal.



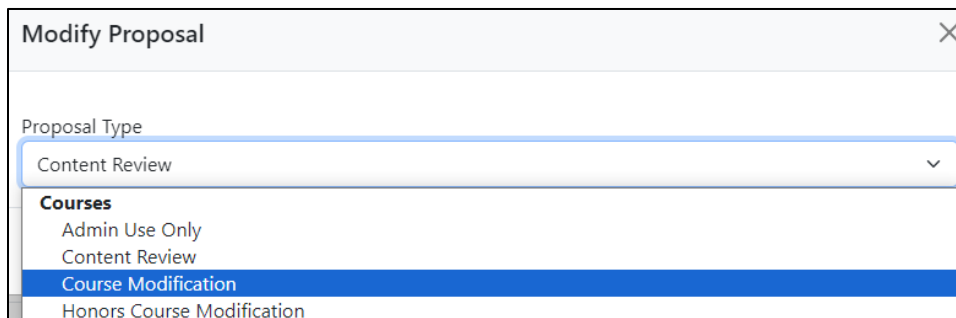
Modifying Courses and Programs

Modifying courses and programs can now be done directly on the active proposal!

1. To modify a course, click on the **Curriculum** button to the right of the **Dashboard** button, then click on **Course or Program**.
2. Find the active proposal you want to modify. This can be done by filtering your search results with the information above and/or typing the name of the proposal you want to modify in the **Keyword Search** box.
3. Once you have found the course or program you want to modify, click on the blue Modify button to the right of the page.

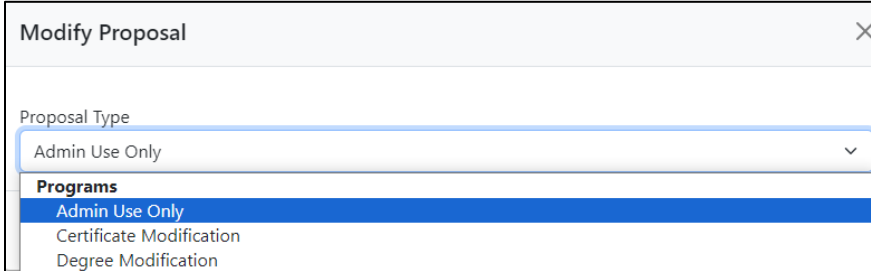


For Courses – Select one of the following Modifications:



- Admin Use Only – For the Office of Instruction ONLY, any proposal submitted under this area will be sent back to the Originator.
- Content Review – To update SLOs or Textbooks ONLY.
- Course Modification – Allows you to edit all areas of the course.
- Honors Course Modification – Allows you to modify Honors courses that have an “H” at the end of the number. NOTE: When completing an Honors Course Modification, you must also modify the non-honors course at the same time in a separate proposal.

For Programs – Select one of the following Modifications:



- Admin Use Only – For the Office of Instruction ONLY, any proposal submitted under this area will be sent back to the Originator.
 - Certificate Modification – To update a certificate.
 - Degree Modification – To update any transfer degree or local degree.
4. Click create and follow the instructions on the screen to begin working on your proposal.

Deactivating Courses and Programs

Deactivating courses and programs can now be done directly on the active proposal!

1. To deactivate a proposal, click on the **Curriculum** button to the right of the **Dashboard** button, then click on **Course** or **Program**.
2. Find the active proposal you want to deactivate. This can be done by filtering your search results with the information above and/or typing the name of the proposal you want to modify in the **Keyword Search** box.
3. Once you have found the course or program you want to deactivate, click on the blue **Deactivate** button to the right of the page.



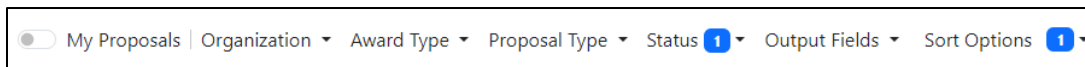
4. Follow the instructions on the screen to begin working on your proposal.

Program Review (ASPIRE)

Program Review Searches

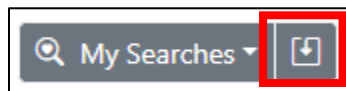
It is important to set up your searches to make sure you are receiving the right information.

1. Click on the **Curriculum** Button to the right of the Dashboard button, then click on **Program Review**. This will take you to the main search page for Meta.
2. Filter through these tabs to set up what you'd like to see moving forward:



Here's what is recommended:

- **My Proposals** – Leave this toggle off for searches, this will ONLY show you everything you've proposed (current and historical) but will not show you all proposals for departments.
- **Organization** – Leave blank if you'd like to see all proposals or change to your division/department to see proposal in those areas.
- **Award Type** – Leave blank.
- **Proposal Type** – Leave blank, or filter through which year you would like to see.
- **Status** – Select **Active** to see all proposals that were submitted and reviewed by the Program Review Committee, select **Draft** to see everything in draft form, or select **In Review** to see what is currently going through the approval process.
- **Output Fields** – Leave blank. This can be used for more advanced searches and/or if you'd like to run reports in Meta.
- **Sort Options** – Click on **Program Review Title** to change to alphabetical order.
- Once you have these filtered, click on the down arrow in the box to save this search.



- Click on the top area that says, "Save this search as the default search for Program Reviews", then click Save.
- You can also save multiple searches to filter through by clicking on "Save this search to my saved searches", giving the search a name, and then clicking save.

Creating Program Review Annual Documents

1. Click on the green **Create New Proposal** button.
2. Select **Program Review – Year __** as a proposal type and then click **Create**.



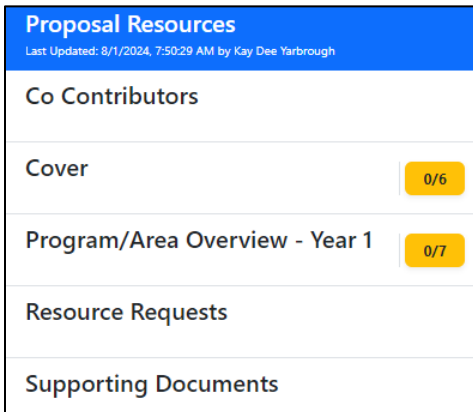
Create Proposal

Proposal Type

Program Review - Year 1

Create Cancel

3. Answer all questions under the checklist.



Proposal Resources
Last Updated: 8/1/2024, 7:50:29 AM by Kay Dee Yarbrough

Co Contributors

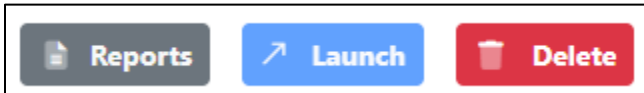
Cover 0/6

Program/Area Overview - Year 1 0/7

Resource Requests

Supporting Documents

4. Click **Launch!**



Reports Launch Delete