SCC Curriculum Handbook – Navigating SOCRATES (System for Online Curriculum Review and Technological Education Support)

This section of the SCC Curriculum Handbook will provide with you step-by-step instructions on how to develop a new course in SOCRATES. Hopefully, this will provide you enough instruction to Revise an Existing Course, Create a New Program, and Revise an Existing Program as well. Should you have any problems, feel free to contact your area representative on the curriculum committee, or the Faculty Co-Chair of the Curriculum Committee.

What does a curriculum proposal look like?

Go into SOCRATES and click on Curriculum Views. Then select a discipline to start looking. Take a few minutes to familiarize yourself with course outlines in SOCRATES.

When writing a New Course, you will encounter the following sections in the course outline:

Curriculum Cycle Information – This area is automatically generated by Socrates after you choose your course designator, number, and title. You cannot change any information in this section, unless of course, you start all over again.

Submission Information – The only item here that is not automatically generated is the Explanation. You can change this at any time, through 2nd Reading Status. This section will not show up on the course outline after the course goes to Catalog Status.

Basic Course Information – The faculty developer must complete each of the following subsections in this section: Prerequisite, Corequisite, Advisory, Units, Hours, and Description.

Learning Outcomes and Objectives – At SCC, we generally include Student Learning Outcomes, and not Objectives. When completing this section in the Course Outline of Record, note that each bulleted item is the continuation of a complete sentence. So, each should start with a lowercase letter, and end with a period.

Course Topics – This area is a guideline for the instructor regarding time spent on each topic. Also included in this section are in-class exam time, and review time.

Instructional Delivery Modalities – There are five types listed in SOCRATES: In-Person, Hybrid (Online and In-Person), Online, TV, Interactive TV.

Instruction Methods and Inclass Activities – The faculty developer must complete this section.

Typical Homework Assignments – The faculty developer must complete this section.

Evaluation and Assessment Methods – The faculty developer must complete this section.

Allocation of Instructional Time (Distance Education) – The faculty developer must complete each requested modality of this section, if Distance Education has been selected.

Regular Instructional Contact (Distance Education) – The faculty developer must complete each requested modality of this section, if Distance Education has been selected.

Representative List of Textbooks – The UC schools want to see texts that are no more than 5-years old, unless the text is a classic.
Additional Course Information –

Prerequisite Justification – This section will be completed automatically, unless a “Special Prerequisite” was used. In that case, the curriculum developer will need to “embed” the prerequisite course when prompted, and then select the appropriate Student Learning Outcomes from the menu, when prompted.

Corequisite Justification – This section will be completed automatically, unless a “Special Corequisite” was used. In that case, the curriculum developer will need to “embed” the corequisite course when prompted, and then select the appropriate Student Learning Outcomes from the menu, when prompted.

Advisory Justification – This section will be completed automatically, unless a “Advisory” was used. In that case, the curriculum developer will need to “embed” the advisory course when prompted, and then select the appropriate Student Learning Outcomes from the menu, when prompted.

Relationship to College Programs – The faculty developer must complete this section.

Relationship to Transfer Institutions – The faculty developer must complete this section.

Feasibility – The faculty developer must complete this section.

Digital Signatures – These signature requests will automatically be sent to the appropriate faculty and administrators by SOCRATES when the curriculum proposal reaches Technical Review Status. All four colleges have agreed that not submitting a digital signature request implies consent. In addition, one can submit a digital signature with comments should there be commendations or concerns.
SOCRATES – What is it, and how do I use it?

SOCRATES is a curriculum management software program written by Phil Smith, Ph.D. from ARC, and SOCRATES stands for System for Online Curriculum Review and Technological Education Support.

To get to SOCRATES, log into the Intranet; this is where you submit grades.

Now, click on SOCRATES Curriculum Services, and then Go to Service.
Most of you will have the following screen.

View Options:

- Courses (Current and Proposed)
- Programs (Current and Proposed)
- Agendas
- Discipline Contacts: Faculty List
- Reports
- Discipline Contacts: Dean List

Click on Curriculum Developer.

If you have already started revising a course or program, or have started writing a new course or program, you would click on the options under “Continue Working on a Proposal:”
We are going to see how to Create a New Course. You will follow similar paths to Revise an Existing Course. Click on Create a New Course, and then click on Continue, shown at the bottom.
You will see this next.

Choose a Subject

Please choose a subject for the new course you are writing:

Accounting (ACCT)

Choose your subject.

Choose a Subject

Please choose a subject for the new course you are writing:

Temporary [For Practice Only] (TEMP)
Click Save/Next.

Choose a Thematic Block, and click Save/Next.

Type in your desired course number, as seen below. Click Save/Next.
Create a New Course

Choose a Course Title

Please enter a title for this *New to District* course proposal:

- **Course Identifier:** TEMP 362
- **Course Title:**

(Note: Course title cannot exceed 100 characters.)

Type in a Course Title.
Choose a Course Title

Please enter a title for this New to District course proposal:

Course Identifier: TEMP 362

Course Title: Create a New Course

(Note: Course title cannot exceed 100 characters.)

Click Save/Next.
Create a New Course

**Give Units and Catalog Description**

Please enter the desired number of units and course description:

<table>
<thead>
<tr>
<th>Course Identifier:</th>
<th>TEMP 362</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title:</td>
<td>Create a New Course</td>
</tr>
<tr>
<td>Proposed Units:</td>
<td>Fixed: □ □ or □ Variable: □</td>
</tr>
<tr>
<td>Proposed SCC Catalog Description:</td>
<td></td>
</tr>
</tbody>
</table>

Choose the number of units and write the Catalog Description.
Create a New Course

Give Units and Catalog Description

Please enter the desired number of units and course description:

<table>
<thead>
<tr>
<th>Course Identifier:</th>
<th>TEMP 362</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title:</td>
<td>Create a New Course</td>
</tr>
<tr>
<td>Proposed Units:</td>
<td>Fixed: 3 or Variable:</td>
</tr>
<tr>
<td>Proposed SCC Catalog Description:</td>
<td>In this course, the student will learn to write a New Course in</td>
</tr>
</tbody>
</table>

Use the Spell Check, and then click on Save/Next.
Verify New Course Information

Please verify the course information below:

Course Identifier: TEMP 362
Course Title: Create a New Course
Units: 3
Catalog Description:

In this course, the student will learn to write a New Course in...

Type: New to District
Status: Draft

If this is what you want, click Save/Next. You will see the screen on the next page.
If this is NOT what you want, click on BACK, and edit. Then click continue. You will be back to the screen on the next page.
Create a New Course

New Course Information Submitted

<table>
<thead>
<tr>
<th>Course Identifier:</th>
<th>TEMP 362</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title:</td>
<td>Create a New Course</td>
</tr>
<tr>
<td>Units:</td>
<td>3</td>
</tr>
<tr>
<td>Catalog Description:</td>
<td>In this course, the student will learn to write a New Course in the curriculum management system, Socrates.</td>
</tr>
<tr>
<td>Type:</td>
<td>New to District</td>
</tr>
<tr>
<td>Status:</td>
<td>Draft</td>
</tr>
</tbody>
</table>

Continue Outline >>

Click on Course Outline. You may click on one of the tabs, if you prefer. It really does not matter. The important thing for you to remember is that you will not ruin anything if you make a mistake.

TEMP 362: Basic Information

<table>
<thead>
<tr>
<th>Identifier:</th>
<th>TEMP 362</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Create a New Course</td>
</tr>
<tr>
<td>Units:</td>
<td>3.00</td>
</tr>
<tr>
<td>Type:</td>
<td>New to District</td>
</tr>
<tr>
<td>Status:</td>
<td>Draft (Sep 19, 2008)</td>
</tr>
<tr>
<td>Basic Information</td>
<td>Requisites</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Course Number</td>
<td></td>
</tr>
<tr>
<td>Course Title</td>
<td></td>
</tr>
<tr>
<td>Units</td>
<td></td>
</tr>
<tr>
<td>Short Title</td>
<td></td>
</tr>
<tr>
<td>Hours</td>
<td></td>
</tr>
<tr>
<td>Credit</td>
<td></td>
</tr>
<tr>
<td>Faculty Discipline</td>
<td></td>
</tr>
<tr>
<td>State ID Codes</td>
<td></td>
</tr>
<tr>
<td>Purpose/Need</td>
<td></td>
</tr>
<tr>
<td>Catalog Description</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Complete Section >>
If you need to break, it is fine. SOCRATES will make you “sign in again” after 2-hours. Click on SOCRATES, then go to Curriculum Developer. You will see the screen below.

This time, you would click on My Course Proposals and the first Continue box.
My Current Courses

Continue Development on a Previous Course Proposal:

<table>
<thead>
<tr>
<th>Identifier</th>
<th>Course Title</th>
<th>Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 300</td>
<td>Introduction to Mathematical Ideas</td>
<td>Revision</td>
<td>2nd Reading</td>
</tr>
<tr>
<td>MATH 310</td>
<td>Mathematical Discovery</td>
<td>Revision</td>
<td>Tech Review</td>
</tr>
<tr>
<td>TEMP 362</td>
<td>Create a New Course</td>
<td>New to District</td>
<td>Draft</td>
</tr>
</tbody>
</table>

Click on TEMP 362, and then Open Course Proposal. Notice that there are two other course proposals at different Status.
TEMP 362: Basic Information

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

If you are writing a completely new course or revising a course, click on “Outline”. If you want to copy a course already in SOCRATES, click on “>>Import>>”. At this point, you might be able to figure out how to import a course.
So, click on “Outline”. You will see the actual Course Outline.
Course Outline
Sacramento City College
Los Rios Community College District

Section 1: Curriculum Cycle Information

Course: TEMP 362: Create a New Course
Proposal Type: New to District
Faculty Initiator: Alexander May
Outline Status: Draft
Last Full Review:
Last Curriculum Action: Sep 19, 2008
Official: No

Section 2: Submission Information

Proposal: To add a course to the SCC catalog that is not currently offered by any Los Rios college.

Explanation:

Shown here are just the first two sections. Notice that the Explanation is blank. Put your cursor over the word, “Explanation:” It will make a “green lantern/highlight” effect. Click on it.
Proposal

To add a course to the catalog that is not currently offered by any Los Rios college.

Explanation

Please explain the curriculum proposal described above. This explanation is shared with the department chair/designee, the division dean, curriculum committee members, and subject matter contacts at the other colleges.

Now, type in your explanation.
Proposal

To add a course to the catalog that is not currently offered by any Los Rios college.

Explanation

Please explain the curriculum proposal described above. This explanation is shared with the department chair/designee, the division dean, curriculum committee members, and subject matter contacts at the other colleges.

This course is being written to provide instruction on how to u:

Now click on Save/Next.
Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

Proposal

To add a course to the SCC catalog that is not currently offered by any Los Rios college.

Explanation

This course is being written to provide instruction on how to use SOCRATES.

If this is what you want, click on Return to Outline>>. If not, click on <<Back and make desired edits, repeating this process. You can edit this section at any time while the course is in the curriculum process at the college up through 2nd Reading Status.
Section 3: Basic Course Information

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Prerequisite: None.

Hours:

Description: In this course, the student will learn to write a New Course in the curriculum management system, Socrates.

[Courses embedded in catalog description: None.]

Notice that the Hours are blank. Place your cursor over the word, “Hours:”, and click.
Please enter the overall contact hours for the lecture and laboratory. At this time, we are not using the TBA hours.

Make note:
One hour of Lecture must have 18 hours.
One hour of Lab must have 54 hours.
That is,
18 hours = 1 Lecture unit
54 hours = 1 Lab unit

Let’s make this course have 2 units of Lecture and 1 unit of Lab.

Enter 36 in Lecture: and 54 in Lab:
Please enter the overall contact hours for the lecture, laboratory and TBA portions of the course.

Click on Save/Next.
Identifer: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

Please verify the hours of instruction. If incorrect, press the back button to edit them.

<table>
<thead>
<tr>
<th>Overall Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lecture:</strong></td>
</tr>
<tr>
<td><strong>Lab:</strong></td>
</tr>
<tr>
<td><strong>TBA:</strong></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
</tr>
</tbody>
</table>

Click on Save/Next, if this is correct.
Since this course has a Lecture Component, it may be taken 1 time for credit, unless, we wish to make “Multiple Topics” under the section “Course Topics”. Check the Table of Contents in the handbook for “Adding Multiple Topics”.

Let’s just make this a Pass/No Pass Only Type of Credit.
**Credit: Input Form**

**Identifier:** TEMP 362  
**Title:** Create a New Course  
**Units:** 3.00  
**Type:** New to District  
**Status:** Draft (Sep 19, 2008)

<table>
<thead>
<tr>
<th>Units of credit:</th>
<th>3.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taken for credit up to:</td>
<td>1 times</td>
</tr>
<tr>
<td>Type of credit:</td>
<td>Pass/No Pass Only</td>
</tr>
</tbody>
</table>

Now click Save/Next.

**Credit: Verify and Continue**

**Identifier:** TEMP 362  
**Title:** Create a New Course  
**Units:** 3.00  
**Type:** New to District  
**Status:** Draft (Sep 19, 2008)

Please verify the credit information for this course. If incorrect, press the back button to edit.
Units of credit: 3.00
Taken for credit up to: 1 time
Type of credit: Pass/No Pass Only

If this is correct, click Save/Next>>.

Faculty Discipline: Input Form

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

Now, you must select a Faculty Discipline. There are lots of rules regarding which discipline can teach which courses. If you are unsure, check with your division dean.

Please select the appropriate discipline or disciplines for faculty who will teach this course. When finished, select the DONE option and press the Next button.
I’ve selected DONE since there is no faculty discipline for curriculum. Later, I may make up something. Click Save/Next.

Please verify the faculty disciplines below. If incorrect, press the back button and edit the list of faculty disciplines.

There are none, which is what I wanted. Remember, when you are writing your course, you MUST select at least one.

Click Save/Next.
State Identifiers: Input Form

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

Please enter the Taxonomy of Programs (TOP) code and the Student Accountability Model (SAM) code for this course:

| TOP Code:  | Select |
| SAM Code:  | Select |
| Course Classification: | Select |

TOP and SAM Codes for Related Courses:

| Course | Title | TOP Code | SAM Code |

Search TOP Code Database
You can click on Search TOP Code Database for ideas. You may inquire at the Office of Instruction and complete this part later. So, click on Outline, at the top.

Place your cursor over Section 4: Learning Outcomes and Objectives and click.

**Section 4: Learning Outcomes and Objectives**

*Upon completion of this course, the student will be able to:*

**Objectives/Learning Outcomes: Input Form**

<table>
<thead>
<tr>
<th>Identifier:</th>
<th>TEMP 362</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Create a New Course</td>
</tr>
<tr>
<td>Units:</td>
<td>3.00</td>
</tr>
<tr>
<td>Type:</td>
<td>New to District</td>
</tr>
<tr>
<td>Status:</td>
<td>Draft (Sep 19, 2008)</td>
</tr>
</tbody>
</table>

Please enter the learning outcomes for this course.

*Upon completion of this course, the student will be able to:*

<table>
<thead>
<tr>
<th>Order</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><img src="image1" alt="Objective 1" /></td>
</tr>
<tr>
<td>2</td>
<td><img src="image2" alt="Objective 2" /></td>
</tr>
</tbody>
</table>
We will write a couple of Student Learning Outcomes. At SCC, we have made it our practice to include only the Student Learning Outcomes here. Remember, that they must be measurable. That is, there is a way to assess whether or not a student has attained the Learning Outcome. You can also click the Help tab, for more information, or refer to the Curriculum Handbook, Bloom’s Taxonomy.
Objectives/Learning Outcomes: Input Form

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

Please enter the objectives/learning outcomes for this course.

Upon completion of this course, the student will be able to:

<table>
<thead>
<tr>
<th>Order</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>write a new college or new to district course outline.</td>
</tr>
<tr>
<td>2</td>
<td>revise an existing course outline.</td>
</tr>
<tr>
<td>3</td>
<td>write a new college of new to district program.</td>
</tr>
</tbody>
</table>
I want to add a few more SLOs, so I clicked on Add More, then we click on Save/Next.
Upon completion of this course, the student will be able to:

<table>
<thead>
<tr>
<th>Order</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>write a new to college or new to district course outline.</td>
</tr>
<tr>
<td>2</td>
<td>revise an existing course outline.</td>
</tr>
<tr>
<td>3</td>
<td>write a new to college of new to district program.</td>
</tr>
<tr>
<td>4</td>
<td>revise an existing program.</td>
</tr>
</tbody>
</table>
That looks good, so let’s click on Save/Next. Notice that each outcome is completing a sentence. So, begin each outcome with a lowercase letter, and end each with a period.
Please verify the objectives/learning outcomes below. If incorrect, press the back button and edit the list of objectives/learning outcomes.

**Upon completion of this course, the student will be able to:**

- write a new to college or new to district course outline.
- revise an existing course outline.
- write a new to college or new to district program.
- revise an existing program.
- demonstrate an understanding of the curriculum process at SCC.

**Percentage of Critical Thinking Verbs (Evaluation, Synthesis, Analysis):** 40.0% (2 / 5)

### Bloom's Taxonomy Scan of Objectives/Learning Outcomes

<table>
<thead>
<tr>
<th>Taxonomy</th>
<th>Percentage</th>
<th>Verbs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Evaluation</strong></td>
<td>40.0%</td>
<td>appraise, approve, assess, choose, conclude, confirm, criticize, critique, deduce, diagnose, estimate, evaluate, judge, justify, measure, prioritize, prove, rank, rate, recommend, research, resolve, <strong>revise</strong>, score, support, validate</td>
</tr>
<tr>
<td><strong>Synthesis</strong></td>
<td>0.0%</td>
<td>arrange, assemble, build, collect, combine, compile, compose, conceive, concoct, construct, contrive, create, design, devise, discover, draft, formulate, generalize, generate, hypothesize, incorporate, integrate, invent, make, manage, originate, organize, plan, predict, propose, produce, reorder, reorganize, set up, structure, synthesize, systematize</td>
</tr>
<tr>
<td><strong>Analysis</strong></td>
<td>0.0%</td>
<td>analyze, audit, calculate, categorize, certify, classify, compare, contrast, correlate, debate, defend, detect, differentiate, discriminate, distinguish, examine, experiment, infer, inspect, inventory, investigate, question, reason, separate, solve, survey, test, uncover, verify</td>
</tr>
<tr>
<td><strong>Application</strong></td>
<td>20.0%</td>
<td>adapt, apply, catalogue, chart, compute, consolidate, <strong>demonstrate</strong>, develop, dramatize, employ, exhibit, extend, extrapolate, illustrate, infer, interpolate, interpret, interview, manipulate, modify, operate, order, practice, prepare, produce, relate, schedule, show, simulate, sketch, submit, tabulate, transcribe, use, utilize</td>
</tr>
<tr>
<td></td>
<td>0.0%</td>
<td>associate, clarify, convert, describe, diagram, draw, discuss, explain, express, identify, locate, outline, paraphrase, recognize, report, restate, review, specify, sort, summarize, tell, transfer, translate</td>
</tr>
<tr>
<td>----------------------</td>
<td>------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Knowledge</strong></td>
<td>40.0%</td>
<td>cite, define, enumerate, label, list, match, name, recall, record, recount, repeat, select, state, <strong>write</strong></td>
</tr>
</tbody>
</table>

If this is what you want, click on Save/Next. Remember, that you can always go back and edit while the outline is in the curriculum process at the college.
Please indicate if the distance education delivery modality may also be used for this course.

<table>
<thead>
<tr>
<th>In-Person Modality:</th>
<th>Students and professors meet together <em>in person</em> in classrooms and labs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distance Education Modality:</td>
<td>Students and professors interact regularly with one another <em>at a distance</em>. Communication occurs via the Internet, television, video conferencing, or other distance education technologies.</td>
</tr>
</tbody>
</table>

Do you want to add a Distance Education Modality? Let’s not, right now. But, go to the Table of Contents in this handbook and look up “Adding Distance Education.”

Click Save/Next.
Please verify the delivery modalities listed below. If the list is incorrect, press the back button to edit it.

### DELIVERY MODALITY SUMMARY

*This course may be taught with the following delivery modality(ies):*

**In-Person Modality:** Students and professors meet together in person in classrooms and labs.

And, click Save/Next again!
Instruction Methods and Inclass Activities:

This section must work for all instructors of the course, according to departmental agreements on how the course should be taught.
Instruction Methods: Input Form

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

Outline | History | Help

Instruction Methods and Inclass Activities:

Click Save/Next.
Please verify the methods of instruction. If incorrect, press the back button to edit them.

**Instruction Methods and Inclass Activities:**
Lecture, discussion, group work, exams, quizzes, class presentations, and demonstrations

I did not put a “period” at the end, because this is not a complete sentence. I could make it a complete sentence and then include the “period”. The only reason why it matters is that other institutions (especially transfer institutions) may read this course outline. Complete sentences are generally nicer, but not necessary.

Click Save/Next.
### Typical Homework Assignments: Input Form

**Identifier:** TEMP 362  
**Title:** Create a New Course  
**Units:** 3.00  
**Type:** New to District  
**Status:** Draft (Sep 19, 2008)

---

#### Typical Homework Assignments:

[Image of typical homework assignments]  

---

**Save / Next >>**
Describe typical homework assignments. If possible, give an example. If your class is a lab class with no lecture component, there may not be homework. A Lecture unit is 1 classroom hour and 2 out-of-classroom hours. A Lab unit is 3 classroom hours.

Typical Homework Assignments: Input Form

**Identifier:** TEMP 362  
**Title:** Create a New Course  
**Units:** 3.00  
**Type:** New to District  
**Status:** Draft (Sep 19, 2008)

Click Save/Next.
Please verify the description of typical homework assignments. If incorrect, press the back button to edit.

**Typical Homework Assignments:**
Example: Add Distance Education Modalities to an existing course outline.

If this is what you want, click Save/Next. You can always edit later while the course proposal in the college curriculum process.
Remember, this area must work for all instructors, according to departmental agreements.

Clicking on Outline again, I can scroll down and see the part below. Put the cursor over the label of “Section 9: Evaluation and Assessment Methods”. You will see a green lantern effect, and click!
Section 9: Evaluation and Assessment Methods

You will see the screen below:

Evaluation Methods: Input Form

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

Typical Evaluation and Assessment Methods:

Now add typical Evaluation and Assessment Methods as seen below.
Typical Evaluation and Assessment Methods:

Typical evaluation and assessment methods should include, but are not limited to

Save / Next >>

Use the “Spell Check”. When you are done, click on “Save/Next”.

Outline | History | Help
Please verify the methods of evaluation. If incorrect, press the back button to edit them.

Typical Evaluation and Assessment Methods:
Typical evaluation and assessment methods should include, but are not limited to homework, quizzes, exams, projects, and a final exam.

If this is what you want, click “Save/Next” again.
You will come to the screen below. Most courses are single topic.

**Single or Multiple Topic Groups: Input Form**

**Identifier:** TEMP 362  
**Title:** Create a New Course  
**Units:** 3.00  
**Type:** New to District  
**Status:** Draft (Sep 19, 2008)

Please indicate if this course consists of a single topic group or has multiple topic groups.

**Single Topic Group or Multiple Topic Groups:**
Most Sacramento City College courses require only a single topic group. A small number of courses such as *Topics in (294/494)* courses share a common catalog description and a common set of course objectives but may be offered with two or more different topic groups.

Here are some examples of courses that may have multiple topic groups:

- The History department may use *HIST 494, Topics in History*, for current events courses. One year, the HIST 494 course might be *Topics in History: September 11th and Its Impact on American Institutions*. In another year, the HIST 494 course might be *Topics in History: The Growth of the European Union*; and in the following year, *Topics in History: Recent U.S.-China Relations*. Each of these *Topics in* courses is a separate topic group offered under the same HIST 494 "umbrella."

- The Physical Education department offers golf (PACT 350) at the levels of beginning, intermediate, and advanced. Each of the activity levels is a separate topic group under the common number PACT 350.

- The Computer Information Science department offers Web Page Creation course using one of two software packages, Frontpage or Dreamweaver. The computer programs are substantially different but the objectives of the course are the same. Separate topic groups describe how the course is taught using Frontpage and how it is taught using DreamWeaver.

*(Please note that the use of multiple topic groups is rare. Contact your curriculum chair for specific instructions if you are unsure about the following options.)*

**Single Topic Group**
Click “Save/Next”.
Please verify whether the course below may be taught with a single topic group or with multiple topic groups as indicated below. If incorrect, press the back button and select the correct option.

This course has only a single topic group.

Click “Save/Next” again.
You will see the Screen below.

Course Topics: Input Form

Identifier: TEMP 362  
Title: Create a New Course  
Units: 3.00  
Type: New to District  
Status: Draft (Sep 19, 2008)

Outline | History | Help

Please enter the topics of instruction for this course and the time allotted for each.

<table>
<thead>
<tr>
<th>Order</th>
<th>Lec Hrs</th>
<th>Lab Hrs</th>
<th>TBA Hrs</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add More | Done

Save / Next >>
We need 36 hours of lecture, and 54 hours of lab. You should allot time for new material, review, exams, and the final exam. The UC system is looking for lecture and lab topics to be listed explicitly and clearly. By now, you can probably figure out how to complete this section, so I will now show you the completed section. Remember, that the topics must complement the SLOs and the Description. As I look back on the Course Description and the SLOs, I notice a few mistakes and problems. The Course Description needs to include more to coincide with the SLOs. I will fix those as well.
I also notice that the Course Title is too limited. So, this is how to change it. See below.

### TEMP 362: Basic Information

**Identifier:** TEMP 362  
**Title:** Create a New Course  
**Units:** 3.00  
**Type:** New to District  
**Status:** Draft (Sep 19, 2008)

<table>
<thead>
<tr>
<th>Basic Information</th>
<th>Requisites</th>
<th>Articulation Requests</th>
<th>Feasibility</th>
<th>Submission Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number</td>
<td>Objectives/Learning Outcomes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course Title</td>
<td>Delivery Modality</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Units</td>
<td>Instruction Methods</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short Title</td>
<td>Typical Homework Assignments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hours</td>
<td>Evaluation Methods</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit</td>
<td>Single or Multiple Topic Groups</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Discipline</td>
<td>Course Topics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State ID Codes</td>
<td>Textbook Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purpose/Need</td>
<td>Supplementary Requirements (optional)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catalog Description</td>
<td>Cross-listed Courses (optional)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Complete Section >>
Click on “Complete Section” and follow the prompts.
See all of the changes/updates below.

Course Outline
Sacramento City College
Los Rios Community College District

Section 1: Curriculum Cycle Information

Course: TEMP 362: SOCRATES and the SCC Curriculum Process
Proposal Type: New to District
Faculty Initiator: Alexander May
Outline Status: Draft
Last Full Review: Sep 19, 2008
Last Curriculum Action: Sep 19, 2008
Official: No

Section 2: Submission Information

Proposal: To add a course to the SCC catalog that is not currently offered by any Los Rios college.
Explanation: This course is being written to provide instruction on how to use SOCRATES.

Section 3: Basic Course Information

Identifier: TEMP 362
Title: SOCRATES and the SCC Curriculum Process
Units: 3.00
Prerequisite: None.
Hours: 36 hours lecture, 54 hours laboratory
Description: In this course, the student will write and revise sample courses and programs using the curriculum management system, Socrates. In addition, the curriculum process at SCC will be covered.

[ Courses embedded in catalog description: None.]

Section 4: Learning Outcomes and Objectives

Upon completion of this course, the student will be able to:
- write a new to college or new to district course outline.
- revise an existing course outline.
- write a new to college or new to district program.
- revise an existing program.
- demonstrate an understanding of the curriculum process at SCC.
Now, we can write the Course Topics in Section 5.

Below, is my first draft.

### Course Topics: Verify and Continue

**Identifier:** TEMP 362  
**Title:** SOCRATES and the SCC Curriculum Process  
**Units:** 3.00  
**Type:** New to District  
**Status:** Draft (Sep 19, 2008)

Please verify the course topics and time allotments below. If incorrect, press the back button and edit the topics of instruction.

<table>
<thead>
<tr>
<th>Lec</th>
<th>Lab</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0</td>
<td>Introduction to SOCRATES: logging in, navigating the program</td>
</tr>
<tr>
<td>0</td>
<td>3</td>
<td>Find examples of courses that have/are distance education modalities, multiple topics, lecture and lab components, cross-listed courses, and shared with other Los Rios Colleges. Find examples of each program type: certificate, associate of arts degree, and associate of science degree.</td>
</tr>
<tr>
<td>10</td>
<td>0</td>
<td>The Curriculum process at SCC</td>
</tr>
<tr>
<td>10</td>
<td>0</td>
<td>Writing new and revised course outlines</td>
</tr>
<tr>
<td>0</td>
<td>18</td>
<td>Write a new course and revise and existing course and take each through the entire curriculum process.</td>
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<tr>
<td>4</td>
<td>0</td>
<td>Review for exams, final exam</td>
</tr>
<tr>
<td>0</td>
<td>5</td>
<td>Exams, quizzes, and final exam</td>
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</tbody>
</table>

**Total Hours:** 36 54
There is still much to do. I recommend that you go to the outline and click on blank sections and complete them. Below is the entire outline, so far.
Course Outline
Sacramento City College
Los Rios Community College District

Section 1: Curriculum Cycle Information

Course: TEMP 362: SOCRATES and the SCC Curriculum Process
Proposal Type: New to District
Faculty Initiator: Alexander May
Outline Status: Draft
Last Full Review:
Last Curriculum Action: Sep 19, 2008
Official: No

Section 2: Submission Information

Proposal: To add a course to the SCC catalog that is not currently offered by any Los Rios college.
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Section 3: Basic Course Information

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Units: 3.00
Prerequisite: None.
Hours: 36 hours lecture, 54 hours laboratory
Description: In this course, the student will write and revise sample courses and programs using the curriculum management system, Socrates. In addition, the curriculum process at SCC will be covered.

[ Courses embedded in catalog description: None.]

Section 4: Learning Outcomes and Objectives

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• write a new to college or new to district course outline.
• revise an existing course outline.
• write a new to college or new to district program.
• revise an existing program.
• demonstrate an understanding of the curriculum process at SCC.

Section 5: Course Topics

The topics for this course are typically allocated as follows:

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36   54   Total Hours

Section 6: Instructional Delivery Modalities

This course may be taught using the following instructional delivery modalities:

• In-Person

Section 7: Instruction Methods and Inclass Activities

Lecture, discussion, group work, exams, quizzes, class presentations, and demonstrations
Section 8: Typical Homework Assignments

Example: Add Distance Education Modalities to an existing course outline.

Section 9: Evaluation and Assessment Methods

Typical evaluation and assessment methods should include, but are not limited to homework, quizzes, exams, projects, and a final exam.

Section 10: Representative List of Textbooks

Section 11: Additional Course Information

Faculty Discipline(s):

Short Title for Transcripts:

Type of Grading: Pass/No Pass Only

Times Taken for Credit: This course may be taken 1 time for credit.

Cross-listed Courses: None.

Taxonomy of Programs (TOP) Code:

Student Accountability Model (SAM) Code:

Section 12: Relationship to College Programs

Need/Purpose for the Course:

Degrees and Certificates: None.

Prerequisite To: None.

Corequisite To: None.

Advisory To: None.

Section 13: Relationship to Transfer Institutions
Section 14: Feasibility

Department Planning:

Sacramento City College Impact:

Los Rios Impact:

Staffing:

Facilities:

Equipment and Supplies:

Essential Library or Media Materials:

Supplementary Library or Media Materials:

Section 15: Digital Signatures

Faculty Initiator: Alexander May

Department/Subject: TEMP

Department Vote: Yes: 0  
No: 0  
Abstain: 0

Total: 0

Department Chair/Designated Contact:

Librarian:

Division Dean:
Section 10, 11, 12, 13, and 14 need to be completed. As soon as the sections are complete, we will “launch” the course.

All sections have now been completed. Consider the screen below.

Click on “Submission Options” and follow the prompts to “Launch proposal”.
Below is the launched proposal.

**Course Outline**  
Sacramento City College  
Los Rios Community College District

### Section 1: Curriculum Cycle Information

**Course:** TEMP 362: SOCRATES and the SCC Curriculum Process  
**Proposal Type:** New to District  
**Faculty Initiator:** Alexander May  
**Outline Status:** Dept Review  
**Last Full Review:** Jan 06, 2009  
**Last Curriculum Action:** Jan 06, 2009  
**Official:** No

### Section 2: Submission Information

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### Section 3: Basic Course Information

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**Units:** 3.00  
**Prerequisite:** None.  
**Hours:** 36 hours lecture, 54 hours laboratory  
**Description:** In this course, the student will write and revise sample courses and programs using the curriculum management system, Socrates. In addition, the curriculum process at SCC will be covered.  

[Courses embedded in catalog description: None.]

### Section 4: Learning Outcomes and Objectives

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36  54  Total Hours

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Section 8: Typical Homework Assignments

Example: Add Distance Education Modalities to an existing course outline.

Section 9: Evaluation and Assessment Methods

Typical evaluation and assessment methods should include, but are not limited to homework, quizzes, exams, projects, and a final exam.

Section 10: Representative List of Textbooks

- *SCC Curriculum Handbook.*

Section 11: Additional Course Information

**Faculty Discipline(s):** Interdisciplinary Studies

**Short Title for Transcripts:** SOCRATES, SCC Curric. Process

**Type of Grading:** Pass/No Pass Only

**Times Taken for Credit:** This course may be taken 1 time for credit.

**Cross-listed Courses:** None.

**Taxonomy of Programs (TOP) Code:**

**Student Accountability Model (SAM) Code:**

Section 12: Relationship to College Programs

**Need/Purpose for the Course:** The curriculum process at SCC as well as the curriculum management system, SOCRATES is of major importance to the college.

**Degrees and Certificates:** None.

**Prerequisite To:** None.

**Corequisite To:** None.

**Advisory To:** None.
Section 13: Relationship to Transfer Institutions

Section 14: Feasibility

Department Planning: This course will help the SCC community understand the curriculum process and the SOCRATES course management system. It will make the entire process transparent.

Sacramento City College Impact: none

Los Rios Impact: none

Staffing: none

Facilities: none

Equipment and Supplies: none

Essential Library or Media Materials: none

Supplementary Library or Media Materials: none

Section 15: Digital Signatures

Faculty Initiator: Alexander May

Department/Subject: TEMP

Department Vote:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes:</td>
<td>0</td>
</tr>
<tr>
<td>No:</td>
<td>0</td>
</tr>
<tr>
<td>Abstain:</td>
<td>0</td>
</tr>
</tbody>
</table>

Total: 0

Department Chair/Designated Contact: Virginia May (Unsigned) Requested: Jan 06, 2009

Librarian: Sandra Warmington (Unsigned) Requested: Jan 06, 2009

Division Dean: Virginia May (Unsigned) Requested: Jan 06, 2009

ARC Contact: Adam Karp (Unsigned) Requested: Jan 06, 2009

CRC Contact: Daniel DuBray (Unsigned) Requested: Jan 06, 2009

FLC Contact: Matthew Torrez (Unsigned) Requested: Jan 06, 2009