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.

Intranet Services   Logout

Welcome, Virginia May!

◉ **Online Grade Reporting and Class Rosters**	○ Incomplete Grade Report
○ Faculty Web Page Generator	○ D2L Faculty Request Interface
○ SOCRATES Curriculum Services	○ Course Number Converter
○ Course Renumbering Information	○ Change Intranet Password

Go to Service

Now, click on SOCRATES Curriculum Services, and then Go to Service.

Most of you will have the following screen.

Return to Services

| **Curriculum Views** | **Curriculum Developer** | **Signature Requests** | **Preferences** |

View Options:

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

Continue >>

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.

SOCRATES Home: Developer

Logout

Return to Services

Curriculum Views | Curriculum Developer | **Signature Requests** | **Preferences**

Continue Working on a Proposal:

◉ **My Course Proposals** ◯ **My Program Proposals**

Continue >>

Begin a Curriculum Proposal:

◯ Revise an Existing Course   ◯ Revise an Existing Program

◉ Create a New Course   ◯ Create a New Program

◯ Delete an Existing Course   ◯ Delete an Existing Program

◯ Initiate an Experimental Course Offering

Continue >>

You will see this next.

Create a New Course

Choose a Subject

Return to Services

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

.
.
.
.

Accounting (ACCT) ▼

SOCRATES Home | Save / Next >>

Choose your subject.

Create a New Course

Logout

Choose a Subject

Return to Services

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

.
.
.
.

Temporary [For Practice Only] (TEMP) ▼

SOCRATES Home | Save / Next >>

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

Logout

Select Thematic Block and Course Number

Please select an available course number from the thematic block below:

Return to Services

.
.
.

Course Identifier: TEMP   362

SOCRATES Home

Save / Next >>

TEMP Department

Click Save/Next

Create a New Course

Choose a Course Title

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

Return to Services

.
.
.

SOCRATES Home

Course Identifier:	TEMP 362
Course Title:	

(Note: Course title cannot exceed 100 characters.)

Save / Next >>

Type in a Course Title.

You should see the following:

Create a New Course

Logout

Return to Services

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.)

SOCRATES Home

Save / Next >>

Click Save/Next.

SCC

Create a New Course

Give Units and Catalog Description

Return to Services

.
.
.

SOCRATES Home

Please enter the desired number of units and course description:

Course Identifier: TEMP 362

Course Title: Create a New Course

Proposed Units:

Fixed: [____] *or*

Variable: [____] _ [____]

Proposed SCC Catalog Description:

[   ]

Save / Next >>

Choose the number of units and write the Catalog Description.

Create a New Course

Logout

Return to Services

.
.
.

SOCRATES Home

Give Units and Catalog Description

Please enter the desired number of units and course description:

Course Identifier:	TEMP 362
Course Title:	Create a New Course

Proposed Units:

Fixed: 3 *or*

Variable: ___ - ___

Proposed SCC Catalog Description:

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

Save / Next >>

Use the Spell Check, and then click on Save/Next.

SCC

Create a New Course

Logout

Verify New Course Information

Please verify the course information below:

[Return to Services](#)

.
.
.

SOCRATES Home

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 t
Type:	New to District
Status:	Draft

Save / Next >>

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

Logout

New Course Information Submitted

Return to Services

SOCRATES Home

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 the curriculum management system, Socrates.
Type:	New to District
Status:	Draft

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

Logout

Return to Services

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

Outline | History | Help   >> Import >>

SOCRATES Home

| **Basic Information** | **Requisites** | **Articulation Requests** | **Feasibility** | **Submission Options** |

◉ Course Number   ▣ Objectives/Learning Outcomes

▣ Course Title   ▣ Delivery Modality

▣ Units   ▣ Instruction Methods

▣ Short Title   ▣ Typical Homework Assignments

▣ Hours   ▣ Evaluation Methods

▣ Credit   ▣ Single or Multiple Topic Groups

▣ Faculty Discipline   ▣ Course Topics

▣ State ID Codes   ▣ Textbook Information

▣ Purpose/Need   ▣ Supplementary Requirements (optional)

▣ Catalog Description   ▣ Cross-listed Courses (optional)

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.

SOCRATES Home: Developer

Logout

jump to: navigation tabs | continue proposal | begin proposal

| **Curriculum Views** | **Curriculum Developer** | **Signature Requests** | **Preferences** |

Return to Services

Continue Working on a Proposal:

⦿ **My Course Proposals** ◯ **My Program Proposals**

Continue >>

Begin a Curriculum Proposal:

⦿ Revise an Existing Course   ◯ Revise an Existing Program

◯ Create a New Course   ◯ Create a New Program

◯ Delete an Existing Course   ◯ Delete an Existing Program

◯ Initiate an Experimental Course Offering

Continue >>

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

Logout

SOCRATES Developer: My Course Proposals

jump to: navigation tabs | continue proposal

Return to Services

Curriculum Views   **Curriculum Developer**   **Signature Requests**   **Preferences**

SOCRATES Home

My Current Courses

Continue Development on a Previous Course Proposal:

	Identifier	Course Title	Type	Status
●	MATH 300	Introduction to Mathematical Ideas	Revision	2nd Reading
○	MATH 310	Mathematical Discovery	Revision	Tech Review
○	TEMP 362	Create a New Course	New to District	Draft

Open Course Proposal >>

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)

Outline | History | Help   >> Import >>

| Basic Information | Requisites | Articulation Requests | Feasibility | Submission Options |

- Course Number
- Course Title
- Units
- Short Title
- Hours
- Credit
- Faculty Discipline
- State ID Codes
- Purpose/Need
- Catalog Description

- Objectives/Learning Outcomes
- Delivery Modality
- Instruction Methods
- Typical Homework Assignments
- Evaluation Methods
- Single or Multiple Topic Groups
- Course Topics
- Textbook Information
- Supplementary Requirements (optional)
- Cross-listed Courses (optional)

Complete Section >>

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.

Explanation: Input Form

Logout

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

Outline | History | Help

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.

Save / Next >>

Now, type in your explanation.

Explanation: Input Form

Logout

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00

Type: New to District
Status: Draft (Sep 19, 2008)

Outline | History | Help

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 w ritten to provide instruction on how  to us
```

Save / Next >>

Now click on Save/Next.

Explanation: Verify and Continue

Logout

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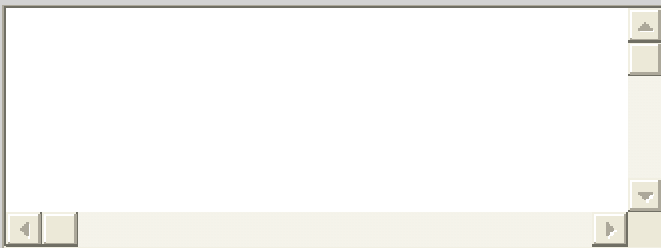**Type:**   New to District
Status: Draft (Sep 19, 2008)

Outline | History | Help

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.

<< Back   Return to Outline >>

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.

Logout

Hours: 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
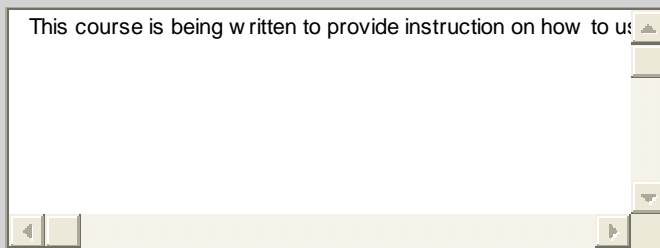
Please enter the overall contact hours for the lecture and laboratory. At this time, we are not using the TBA hours.

Overall Contact Hours
Lecture:
Lab:
TBA:

Save / Next >>

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:

Hours: 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 overall contact hours for the lecture, laboratory and TBA portions of the course.

Overall Contact Hours

Lecture: 36

Lab: 54

TBA:

Save / Next >>

Click on Save/Next.

Hours: Verify and Continue

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

Outline | History | Help

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

Overall Contact Hours	
Lecture:	36.00
Lab:	54.00
TBA:	0.00
Total:	90.00

<< Back   Save / Next >>

Click on Save/Next, if this is correct.

Credit: Input Form

Logout

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

Outline | History | Help

Units of credit:	3.00
Taken for credit up to:	1 ▾ **times**
Type of credit:	Letter Grade ▾

Save / Next >>

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)

Outline | History | Help

Units of credit:	3.00
Taken for credit up to:	1 ▼ **times**
Type of credit:	Pass/No Pass Only ▼

Save / Next >>

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)

Outline | History | Help

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

[<< Back] [Save / Next >>]

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

Faculty Discipline: Input Form

[Logout]

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

Outline | History | Help

> Select a Faculty Discipline:

[Save / Next >>]

Bottom of Form

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)

Outline | History | Help

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

Enter/Edit State Identifiers

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 <u>Outline</u>, 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	Logout

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

<u>Outline</u> | <u>History</u> | <u>Help</u>

Please enter the learning outcomes for this course.

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

Order	Objective
1	
2	

```
3  ▼   ┌──────────────────────────────┐ ▲
        │                              │
        │                              │
        │                              │ ▼
        │ ◄ │                        ► │
        └──────────────────────────────┘
```

▢ Add More ◉ Done

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)
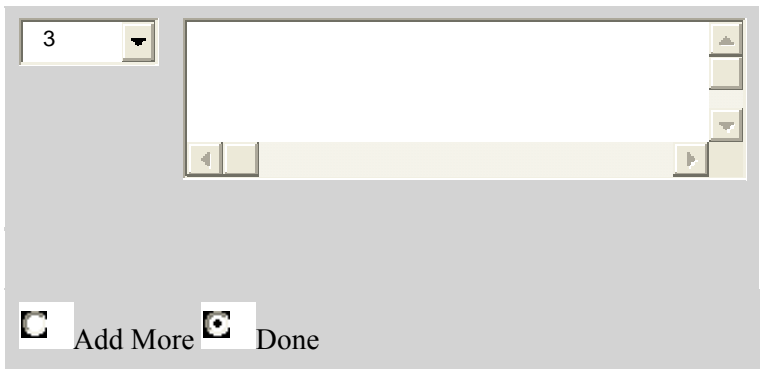

Outline | History | Help

Please enter the objectives/learning outcomes for this course.

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

Order	Objective
1	write a new to college or new to district course outli
2	revise an existing course outline.
3	write a new to college of new to district program.

⊙ Add More ○ Done

Save / Next >>

I want to add a few more SLOs, so I clicked on Add More, then we click on Save/Next.

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)

Outline | History | Help

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

Order	Objective
1	write a new to college or new to district course outl
2	revise an existing course outline.
3	write a new to college of new to district program.
4	revise an existing program.

| 5 ▾ | demonstrate an understanding of the curriculum pro ▲ |
| | ◄ ▶ |

| 6 ▾ | ▲ |
| | ◄ ▶ |

◼ Add More ◉ Done

Save / Next >>

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.

Objectives/Learning Outcomes: Verify and Continue

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

Outline | History | Help

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 of 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		
Evaluation	40.0%	appraise, approve, assess, choose, conclude, confirm, criticize, critique, deduce, diagnose, estimate, evaluate, judge, justify, measure, prioritize, prove, rank, rate, recommend, research, resolve, **revise**, score, support, validate
Synthesis	0.0%	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
Analysis	0.0%	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
Application	20.0%	adapt, apply, catalogue, chart, compute, consolidate, **demonstrate**, 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

Comprehension	0.0%	associate, clarify, convert, describe, diagram, draw, discuss, explain, express, identify, locate, outline, paraphrase, recognize, report, restate, review, specify, sort, summarize, tell, transfer, translate
Knowledge	40.0%	cite, define, enumerate, label, list, match, name, recall, record, recount, repeat, select, state, **write**

<< Back   Save / Next >>

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.

Delivery Modality: 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 indicate if the distance education delivery modality may also be used for this course.

√	**In-Person Modality:**	Students and professors meet together *in person* in classrooms and labs.
☐	**Distance Education Modality:**	Students and professors interact regularly with one another *at a distance.* Communication occurs via the Internet, television, video conferencing, or other distance education technologies.
Save / Next >>		

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.

Delivery Modality: Verify and Continue

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

Outline | History | Help

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.

<< Back   Save / Next >>

And, click Save/Next again!

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:

Save / Next >>

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

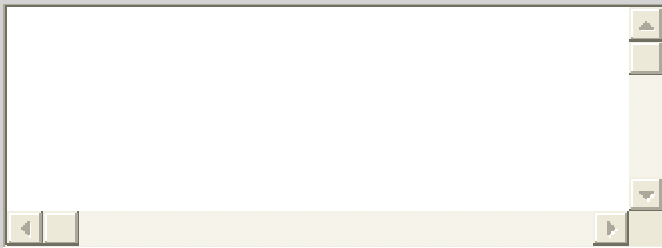**Identifier:** TEMP 362
Title: Create a New Course
Units: 3.00
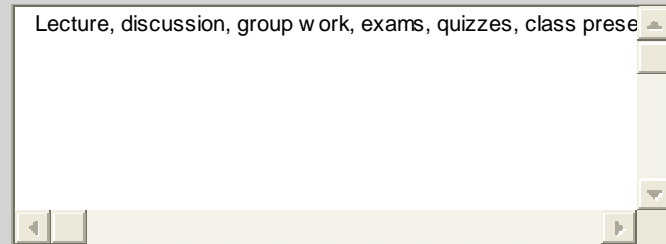**Type:**   New to District
Status: Draft (Sep 19, 2008)

Outline | History | Help

Instruction Methods and Inclass Activities:

Lecture, discussion, group work, exams, quizzes, class prese

Save / Next >>

Click Save/Next.

Instruction Methods: Verify and Continue

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

Outline | History | Help

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

<< Back   Save / Next >>

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)

Outline | History | Help

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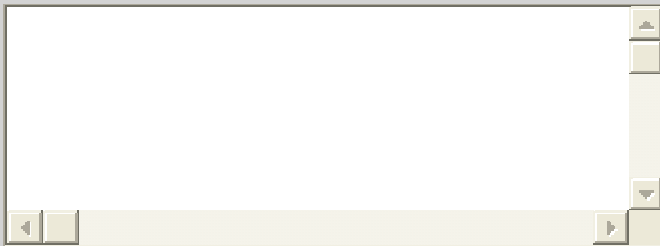
Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

Outline | History | Help

Typical Homework Assignments:

Example: Add Distance Education Modalities to an existing cour

Save / Next >>

Click Save/Next.

Typical Homework Assignments: Verify and Continue

Logout

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

Outline | History | Help

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.

<< Back   Save / Next >>

If this is what you want, click Save/Next. You can always edit later while the course proposal in the college curriculum process.

Evaluation 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

Typical Evaluation and Assessment Methods:

Save / Next >>

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

Logout

Return to Services

SOCRATES Home

Basic Information

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

Outline | History | Help

Typical Evaluation and Assessment Methods:

Save / Next >>

Now add typical Evaluation and Assessment Methods as seen below.

SCC

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SOCRATES Home

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Basic Information

Evaluation Methods: Input Form

Logout

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

Outline | History | Help

Typical Evaluation and Assessment Methods:

Typical evaluation and assessment methods should include, bu

Save / Next >>

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

SCC

Evaluation Methods: Verify and Continue

Logout

[Return to Services](#)

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SOCRATES Home

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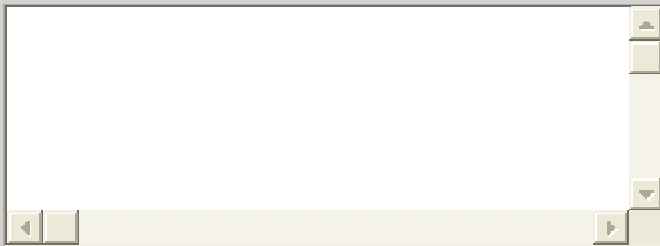
Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[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.

<< Back   Save / Next >>

If this is what you want, click "Save/Next" again.

You will come to the screen below. Most courses are single topic.

SCC

Single or Multiple Topic Groups: Input Form

Logout

[Return to Services](#)
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SOCRATES Home
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Basic Information

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

[Outline](#) | [History](#) | [Help](#)

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

Multiple Topic Groups

Save / Next >>

Click "Save/Next".

Single or Multiple Topic Groups: Verify and Continue

Logout

Return to Services

SOCRATES Home

Basic Information

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

Outline | History | Help

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.

<< Back   Save / Next >>

Click "Save/Next" again.

You will see the Screen below.

Course Topics: Input Form

Logout

SCC

[Return to Services](#)

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

[Outline](#) | [History](#) | [Help](#)

SOCRATES Home

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

Basic Information

Order	Lec Hrs	Lab Hrs	TBA Hrs	Topic
1				
2				
3				

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

Logout

SCC

[Return to Services](#)

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SOCRATES Home

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

Outline | History | Help   >> Import >>

| **Basic Information** | **Requisites** | **Articulation Requests** | **Feasibility** | **Submission Options** |

- Course Number
- Course Title
- Units
- Short Title
- Hours
- Credit
- Faculty Discipline
- State ID Codes
- Purpose/Need
- Catalog Description

- Objectives/Learning Outcomes
- Delivery Modality
- Instruction Methods
- Typical Homework Assignments
- Evaluation Methods
- Single or Multiple Topic Groups
- Course Topics
- Textbook Information
- Supplementary Requirements (optional)
- Cross-listed Courses (optional)

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:

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

Return to Services

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

Outline | History | Help

SOCRATES Home

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

Basic Information

Lec	Lab	Topic
2	0	Introduction to SOCRATES: logging in, navigating the program
0	3	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.
10	0	The Curriculum process at SCC
10	0	Writing new and revised course outlines
0	18	Write a new course and revise and existing course and take each through the entire curriculum process.
10	0	Writing new and revised program outlines
0	18	Write a new program and revise an existing program and take each through the entire curriculum process.
0	10	Add distance education to an existing course and take it through the entire curriculum process.
4	0	Review for exams, final exam
0	5	Exams, quizzes, and final exam
36	**54**	**Total Hours**

<< Back   Save / Next >>

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.*

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.

Section 5: Course Topics

The topics for this course are typically allocated as follows:

Lec	Lab	Topic
2	0	Introduction to SOCRATES: logging in, navigating the program
0	3	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.
10	0	The Curriculum process at SCC
10	0	Writing new and revised course outlines
0	18	Write a new course and revise and existing course and take each through the entire curriculum process.
10	0	Writing new and revised program outlines
0	18	Write a new program and revise an existing program and take each through the entire curriculum process.
0	10	Add distance education to an existing course and take it through the entire curriculum process.
4	0	Review for exams, final exam
0	5	Exams, quizzes, and final exam

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.

TEMP 362: Feasibility

Logout

Return to Services

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

SOCRATES Home

Outline | History | Help

| **Basic Information** | **Requisites** | **Articulation Requests** | **Feasibility** | **Submission Options** |

⬚ Department Planning ⬚ Facility Needs

⬚ Course and Program Impact ⬚ Equipment/Technical Requirements

⬚ Additional Staffing Needs ⬚ Library/Media Requirements

Complete Section >>

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:

Last Curriculum Action: Jan 06, 2009

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.

Section 5: Course Topics

The topics for this course are typically allocated as follows:

Lec	Lab	Topic
2	0	Introduction to SOCRATES: logging in, navigating the program
0	3	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.
10	0	The Curriculum process at SCC
10	0	Writing new and revised course outlines
0	18	Write a new course and revise and existing course and take each through the entire curriculum process.
10	0	Writing new and revised program outlines
0	18	Write a new program and revise an existing program and take each through the entire curriculum process.
0	10	Add distance education to an existing course and take it through the entire curriculum process.
4	0	Review for exams, final exam
0	5	Exams, quizzes, and final exam

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

- *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:

Yes:	0
No:	0
Abstain:	0
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*