



Create a NEW Course Proposal

01. Log into META: <https://chabot.curriqunet.com> ([Instructions to login](#))

02. Click on “Create Proposal” - green button. (See image below)



03. Click on the drop down to review the proposal types. There are many listed, but for course work, choose one of the following:

- a. New Credit Course Proposal
- b. New Shared w/LPC Course
- c. New Noncredit Course Proposal

04. For this example, “New Credit Course Proposal” has been chosen, then click “Create”. *Note: Meta might take a few moments to generate a proposal.*

A screenshot of the "Create Proposal" form. The form has a blue header with the title "Create Proposal" and a close button (X). Below the header, there is a section labeled "Proposal Type" with a dropdown menu. The dropdown menu is open, showing "New Credit Course Proposal" as the selected option. At the bottom right of the form, there are two buttons: "Create" (blue) and "Cancel" (gray).

NOTE: Contact the [Curriculum Specialist](#) and/or [Curriculum Chair](#) if you need to create a copy of a course for a cross-listing.

05. Once your proposal is created, click on the 'Cover' tab on the left side of the page

- a. Select appropriate rubric for the course. *If you do not see the desired rubric, please email Curriculum Chair and/or Curriculum Specialist*
- b. VISIT [COVER TAB GUIDE](#) FOR GUIDANCE ON ALL OTHER FIELDS: or copy and paste this link:
<https://docs.google.com/document/d/1AnECR5iPXBDP59FHKoZ1DvVfBuWrU23RIFV4cN7V-SQ/edit?usp=sharing>

Now, you can complete each of the tabs on the left side of the page. You do not need to complete tabs in their listed order (you can jump around as needed). The yellow/gold boxes will keep track of your progress. When you are done with all requirements on a specific tab, the box will turn green. All boxes must be green before Meta will allow you to launch (submit) your proposal.

Please Visit the CurrIQunet Tutorials page for instructions on the remaining tabs in the proposal: <https://www.chabotcollege.edu/curriculum/curriconet-tutorials.php>

The screenshot displays the Chabot College Curriculum Management System interface. On the left, a sidebar titled 'Form Sections' lists various proposal components with progress indicators (yellow for incomplete, green for complete):

- Proposal Resources
- Course Purpose/Needs (0/4)
- Cover (1/11)** (highlighted in blue)
- Co-Contributor(s)
- Units/Hours (0/2)
- Cross Listing
- Credit for Prior Learning
- Minimum Qualifications (0/1)
- Measurable Objectives (0/2)
- Course Content (0/1)
- Methods of Instruction (0/1)

The main area shows the 'NEW CREDIT COURSE PROPOSAL: - Draft' form, specifically the 'Cover' tab. A notification bar at the top indicates '49 of 57 Requirements Remain'. The form fields include:

- Division (text input)
- Rubric* (dropdown menu, marked as required)
- Course Number* (text input, marked as required)
- Full Course Title* (text input, marked as required)
- Short Title* (text input, marked as required)

Each required field has a red error message: 'This field is required'.



User Name

Dashboard Curriculum Approvals Reports

+ Create New Proposal Search

- Form Sections
- Proposal Resources
- Course Purpose/Needs 0/4
Last Updated: 4/5/2025 3:02:06 PM by Jessica Vile
- Cover 1/11
Last Updated: 4/5/2025 3:23:07 PM by Jessica Vile
- Co-Contributor(s)
- Units/Hours 0/2
Last Updated: 4/5/2025 3:02:06 PM by Jessica Vile
- Cross Listing
- Credit for Prior Learning

NEW CREDIT COURSE PROPOSAL: - Draft

49 of 57 Requirements Remain Reports Launch Delete Form Properties

CB03: TOP Code*

This field is required

CIP Code*

This field is required

Effective Date*

This field is required



User Name

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- Minimum Qualifications 0/1
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- Measurable Objectives 0/2
Last Updated: 4/5/2025 3:02:06 PM by Jessica Vile
- Course Content 0/1
Last Updated: 4/5/2025 3:02:06 PM by Jessica Vile
- Methods of Instruction 0/1
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Catalog Description*

This field is required

Abbreviated Class Schedule Description - This is used to market to students in the class schedule*

This field is required

The Curriculum Committee has permission to correct any misspelling or punctuation issues.*

This field is required