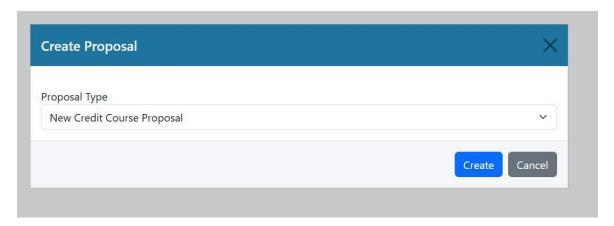


Create a NEW Course Proposal

- 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 <u>course work</u>, 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.*



NOTE: Contact the <u>Curriculum Specialist</u> and/or <u>Curriculum Chair</u> 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 <u>COVER TAB GUIDE</u> FOR GUIDANCE ON ALL OTHER FIELDS: or copy and paste this link:
 <u>https://docs.google.com/document/d/1AnECR5iPXBDP59FHKoZ1DvVfBuWrU23RIFV4cN7V-SQ/edit?usp=sharing</u>

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 CurrlQunet Tutorials page for instructions on the remaining tabs in the proposal: https://www.chabotcollege.edu/curriculum/curricunet-tutorials.php

