How to Enter your Outcomes in the Curriculum Database

1.   Go to the Curriculum Database (MCC Website/A-Z Index/C/Curriculum Database

2.   Select "Create Proposal" from the navigation bar

Curriculum Proposals

| Home | Resources | Create Proposals ▸ | View Proposals ▸ | Archives ▸ | Calendar | | Search |

Hybrid
Instructional Development Stipend
SLN
New Course
Course Revision
Course Deactivation
Course Learning Outcomes
New Program
Program Revision
Program Deactivation
Achievement Award

3.   A form will open. The first tab is called Proposal Status.

| Proposal Status | Course Info | Learning Outcomes |

✳ = An asterisk indicates the information is required   View Curriculum Proposals
☑ = A checkmark in the tabs above indicate the section is

Your name and a proposal number will be assigned. You'll need to click on fall 2008 as the proposed implementation date, and choose a department and an academic division from the drop down menu.

Click "check now" at the bottom of the page and go to the next tab.

Check Required Fields
When all the required information in this tab has been entered, please mark tab complete by clicking the Check Now button. A checkmark ☑ will appear if the tab is complete.

Check Now

4.   The second tab is called Course Info.

| Proposal Status | Course Info | Learning Outcomes |

✳ = An asterisk indicates the information is required   View Curriculum Proposals
☑ = A checkmark in the tabs above indicate the section is complete

In this tab, enter the course title, prefix, number, and pre-reqs if any.

Click "check now" at the bottom of the page and go to the next tab.

Check Required Fields
When all the required information in this tab has been entered, please mark tab complete by clicking the Check Now button. A checkmark ✔will appear if the tab is complete.

Check Now

5.   The last tab is called Learning Outcomes

| Proposal Status | Course Info | Learning Outcomes |

✱= An asterisk indicates the information is required   View Curriculum Proposals
✔= A checkmark in the tabs above indicate the section is complete

Use the drop down menu to select the number of course learning outcomes you need, and enter your outcomes in the boxes that appear after selecting the number. The information about Bloom's Taxonomy is linked on that page for your information.

Click "check now" at the bottom of the page,

Check Required Fields
When all the required information in this tab has been entered, please mark tab complete by clicking the Check Now button. A checkmark ✔will appear if the tab is complete.

Check Now

6.   Click on Save

Save

7.   Go back to the first tab, and select "Submit" to submit to your department chair.

| Proposal Status | Course Info | Learning Outcomes |

✱= An asterisk indicates the information is required   View Curriculum Proposals
✔= A checkmark in the tabs above indicate the section is

Next Step:
Use the buttons below to submit the proposal for **Department Chair Approval**.

Submit   Delete

Process: your department chair will receive an e mail indicating that your proposal is ready for his/her review; once approved, your chair forwards it to your division dean who forwards it for approval to the Course Learning Outcomes Committee. You will be notified at each stage of the proposal.