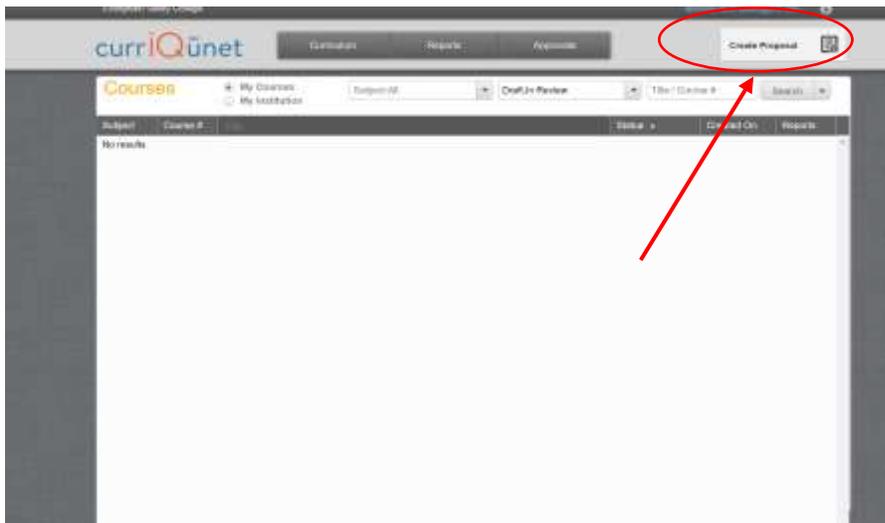


Instructions for Accessing CurriQunet for Completing Program Review

1. Log into CurriQunet.



2. Click on 'create proposal' tab on the top right-hand corner.



3. Under **Proposal Type**, from the drop-down menu, select the appropriate program review that you would like to complete, for example **Instructional Comprehensive program review** and click **Next**.

Create Proposal

This page allows you to initiate a draft proposal.

Once completed, the proposal can be submitted (or launched) for review. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below.

The screenshot shows the 'Proposal Type' selection interface. On the left, there is a vertical navigation menu with three steps: '1. Select Proposal Type' (highlighted in blue), '2. Complete Proposal Requirements', and '3. Review and Submit'. The main content area is titled 'Proposal Type' and features a search bar at the top with the placeholder text 'Select a proposal type'. Below the search bar, there are three categories of proposal reviews: 'Comprehensive Program Reviews', 'Mini Program Reviews', and 'Mini Institutional Program Review'. Under 'Comprehensive Program Reviews', three options are listed: 'Administrative Comprehensive Program Review', 'Instructional Comprehensive Program Review' (circled in red with a red arrow pointing to it), and 'Student Services Comprehensive Program Review'. Under 'Mini Program Reviews', the option 'Mini Institutional Program Review' is visible.

4. Under **'Proposal Requirements'** choose your Division (for example, Bus & Workforce Development) from the drop-down menu.

The screenshot shows the 'Proposal Requirements' screen. At the top, there is a navigation bar with the 'curriQūnet' logo and tabs for 'Curriculum', 'Reports', and 'Approvals'. A 'Create Proposal' button is located in the top right corner. The main content area is titled 'Proposal Requirements' and is for an 'Instructional Comprehensive Program Review'. It instructs the user to 'Fill out all of the fields below'. The 'Division*' field is a drop-down menu that is open, showing a list of divisions: 'Administrative Units', 'Bus & Workforce Development' (circled in red with a red arrow pointing to it), 'College President', 'Counseling & Matriculation', and 'Language Arts'. At the bottom of the form, there are three buttons: 'Previous', 'Next', and 'Create Proposal'.

5. . Then choose your **Department** from the drop- down menu(For example, Accounting).

The screenshot shows the 'Create Proposal' form. On the left, there are three steps: '1. Select Proposal Type', '2. Complete Proposal Requirements', and '3. Review and Submit'. The '2. Complete Proposal Requirements' step is active. The main form area is titled 'Proposal Requirements' and contains the following fields: 'Division*' (with 'Bus & Workforce Development' selected), 'Department*' (with a dropdown menu open), and 'Module Title*' (with 'Accounting Program Review' entered). The dropdown menu for 'Department*' is open, showing a list of departments: 'Accounting', 'Automotive Technology', 'Building Information Modeling', 'Business', and 'Business Information Systems'. The 'Accounting' option is highlighted in blue. A red circle is drawn around the 'Department*' label, and another red circle is drawn around the 'Accounting' option in the dropdown menu. A red arrow points from the 'Accounting' option to the 'Next' button at the bottom right of the form. The 'Next' button is also circled in red.

6. Give a title for your program review in the box titled '**Module Title**'(for example, Accounting Program Review) and select **Next** button from the bottom righthand of the page.

The screenshot shows the 'Create Proposal' form after the 'Department' has been selected. The 'Department*' field now shows 'Accounting'. The 'Module Title*' field contains 'Accounting Program Review'. The 'Next' button at the bottom right of the form is circled in red, and a red arrow points to it from the right side of the page.

7. Now you are at **Proposal Summary** Page. Please click **'Create Proposal'** button from the bottom righthand of the page.

Create Proposal

This page allows you to initiate a draft proposal.

Once completed, the proposal can be submitted (or launched) for review. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below:

1. Select Proposal Type
2. Complete Proposal Requirements
3. Review and Submit

Proposal Summary

Please review the proposal details below. If you need to make changes click on any of the previous steps to modify the proposal.

Instructional Comprehensive Program Review
Module Title: Accounting Program Review

If this is correct press Create Proposal.

[Previous](#) [Next](#) [Create Proposal](#)

8. Now you are at the **Instructional Comprehensive Program Review** page where you can start working on your program review.

Instructional Comprehensive Program Review: Accounting Program Review

Status: Draft

Remaining Launch Requirements: 0

Launch

Delete Draft

- Cover
- Co-Contributors
- Overview
- Program Set Standards (Summary Tab)
- Program Awards - If Applicable
- Student Enrollment Types (Average F15-F19)
- Student Demographics Headcount (Average F15-F19)
- Institutional Effectiveness (5 year average, see Summary Tab)
- Curriculum
- Student Learning and Program Outcomes
- SLO Assessment
- Faculty and Staff

Cover

Questions? Find answers in [CurcUNET User Manual](#).

Overview

Title

Year of Last Comprehensive Review

Year of Last Mini Update, if applicable

Originator *

Area Dean

Is this review for a program, or a cluster of courses that have no degree?