



Curriculum Management System Guide - Creating Supplemental Forms



With
Sarah McLemore

User Name :

Password :

Login

Remember me

Forgot password ?

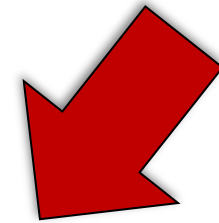
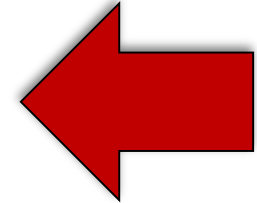
Introduction

- Processing a New Course or Program: Contact your Dean before beginning the WebCMS process.
- Curriculum Support & Technical Assistance:
- Transfer & Course Articulation:
- Career and Technical Education:

Browser Requirements

- Any browser can be used (Internet Explorer, Chrome, Firefox , Safari)

<https://ems.glendale.edu/GCCCMS/Login.aspx>



This tutorial will walk you through the process of creating and updating supplemental forms for new and existing courses in CMS. Make sure to watch the video on creating a new course or program in CMS and the course revision video as it will fill in some additional information to help you get started. To begin, go to the CMS Login page. Use your college email info to log in.

https://ems.glendale.edu/GCCCMS/MyProposals.aspx

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Home Proposals Reports Documents Configurations Sign Out

MY PROPOSALS

Drag a column header and drop it here to group by that column

Edit
 Submit for Approval
 Submit to Previous Stage
 Archive
 Export to Excel
 Quick Edit

		Proposal Name	Division	Department	Type	Action	Last Revised	Stage #	Stage	Delete
			All	All						
		ECON 101	Social Sciences Division	ECONOMICS	COURSE	Revise	1/22/2018 11:39:32 AM	1	Prelaunch	
		PE 212	Kinesiology Division	PHYSICAL EDUCATION	COURSE	Create	1/22/2018 10:27:26 AM	3	PreliminaryReview	
		PE 50	Kinesiology Division	PHYSICAL EDUCATION	COURSE	Revise	1/22/2018 10:24:23 AM	1	Prelaunch	
		ART 134	Visual & Performing Arts Division	Graphic Design	COURSE	Revise	1/17/2018 2:16:50 PM	11	AA	
		ART 136	Visual & Performing Arts Division	Graphic Design	COURSE	Revise	1/17/2018 2:16:17 PM	11	AA	
		ART 137	Visual & Performing Arts Division	Graphic Design	COURSE	Revise	1/17/2018 2:15:48 PM	11	AA	
		ART 251	Visual & Performing Arts Division	Graphic Design	COURSE	Revise	1/17/2018 2:15:14 PM	11	AA	
		ART 255	Visual & Performing Arts Division	Graphic Design	COURSE	Revise	1/17/2018 2:14:41 PM	11	AA	
		ABSE	Noncredit Business & Life Skills Division	ADULT BASIC AND SECONDARY ED	COURSE	Create	1/17/2018 12:58:07 PM	1	Prelaunch	
					PROGRAM	Create	1/17/2018 12:07:24 PM	1	Prelaunch	
		SOC 101	Social Sciences Division	SOCIOLOGY	COURSE	Revise	1/16/2018 5:28:27 PM	11	AA	
		ENGL 109	English Division	Transfer English	COURSE	Revise	1/16/2018 3:03:29 PM	3	PreliminaryReview	
		ENGL 103	English Division	Transfer English	COURSE	Revise	1/16/2018 2:56:14 PM	4	FACPostPreReview	
		ECON 170	Social Sciences Division	ECONOMICS	COURSE	Create	1/16/2018 2:50:38 PM	3	PreliminaryReview	
		ENGL 130	English Division	Unspecified	COURSE	Revise	1/16/2018 2:42:50 PM	4	FACPostPreReview	
		ENGL 183	English Division	Developmental English	COURSE	Revise	1/16/2018 2:36:14 PM	3	PreliminaryReview	
		POL S 170	Social Sciences Division	POLITICAL SCIENCE	COURSE	Create	1/16/2018 9:00:08 AM	4	FACPostPreReview	
					PROGRAM	Create	1/12/2018 4:05:27 PM	1	Prelaunch	
		ENGL 111	English Division	Transfer English	COURSE	Revise	1/12/2018 9:24:48 AM	17	FINAL	
		SOC S 101	Social Sciences Division	SOCIAL SCIENCE	COURSE	Revise	1/10/2018 3:23:47 PM	12	CollegeExec	
		CHLDV 101	Social Sciences Division	CHILD DEVELOPMENT	COURSE	Create	1/10/2018 3:12:09 PM	12	CollegeExec	

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Courses that have or will have prerequisites or advisories on recommended preparations, courses which are approved or are being submitted to be offered as distance education, and course which are repeatable or are intended to be repeatable all require a specific supplemental form.

<https://ems.glendale.edu/GCCCMS/MyProposals.aspx>

CURRICULUM MANAGEMENT SYSTEM

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MY PROPOSALS

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Edit Submit for Approval Submit to Previous Stage Archive Export to Excel Quick Edit

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		PE 212	Kinesiology Division	PHYSICAL EDUCATION	COURSE	Create	1/22/2018 10:27:26 AM	3	PreliminaryReview	X
		PE 50	Kinesiology Division	PHYSICAL EDUCATION	COURSE	Revise	1/22/2018 10:24:23 AM	1	Prelaunch	X
		ART 134	Visual & Performing Arts Division	Graphic Design	COURSE	Revise	1/17/2018 2:16:50 PM	11	AA	X
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							1/16/2018 2:56:14 PM	4	FACPostPreReview	X
							1/16/2018 2:50:38 PM	3	PreliminaryReview	X
							1/16/2018 2:42:50 PM	4	FACPostPreReview	X
							1/16/2018 2:36:14 PM	3	PreliminaryReview	X
							1/16/2018 9:00:08 AM	4	FACPostPreReview	X
							1/12/2018 4:05:27 PM	1	Prelaunch	X
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Courses that have or will have prerequisites or advisories on recommended preparations, courses which are approved or are being submitted to be offered as distance education, and course which are repeatable or are intended to be repeatable **all require a specific supplemental form.**

For new courses and existing courses you're revising, selecting some specific buttons will trigger CMS to know that you need a supplemental form. For example, if you select one of the buttons to designate a new course or an existing course as being repeatable in section 3 C, you will need to fill out the supplemental form on "Repeatability".

Non-Credit



Useful Links

[Assist](#)
[College Source](#)
[Chancellor Office](#)

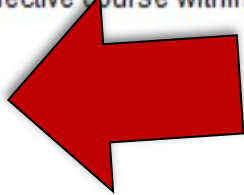
PROGRAM STATUS :

Required or elective course within GCC degree or certificate program

Not a required or elective course within GCC degree or certificate program



REPEATABILITY



(1) Intercollegiate academic or vocational competition courses where the course is part of a district-sanctioned competitive activity

o o

(2) Intercollegiate athletics (must have ATHPE prefix and intercollegiate TOP code of 0835.50)

(3) Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree

(4) Non-credit courses

(5) None of the above



PRECONDITIONS FOR ENROLLMENT (ENTRY STANDARDS)

The course has required or recommended preconditions for enrollment

The first type of option that will trigger the need for a supplemental form is repeatability.

Section 3 - Course Attributes

COURSE TYPE :

- D Credit – Degree Applicable
- C Credit – Not Degree Applicable
- N Non-Credit

PROGRAM STATUS :

- Required or elective course within GCC degree or certificate program
- Not a required or elective course within GCC degree or certificate program

REPEATABILITY

- (1) Intercollegiate academic or vocational competition courses where the course is part of a district-sanctioned competitive activity
- (2) Intercollegiate athletics (must have ATHPE prefix and intercollegiate TOP code of 0835.50)
- (3) Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree
- (4) Non-credit courses
- (5) None of the above

If in Section 3 you check the box to indicate that a course will have requisites or recommended preparations, you must fill out a supplemental form on “Requisites and recommended preparations”. You would also need to fill out this form for any existing requisites which are being reviewed for courses which are being revised as part of their regular cycle of curriculum review.

Help

Useful Links

[Assist](#)
[College Source](#)
[Chancellor Office](#)

Calculated values with user override :

Yes No

Calculated values without override :

Yes No

Is this a variable unit course?

Yes No

Is this course to be approved for DE scheduling?

Yes No

Will this course include arranged hours?

Yes No



CREDIT COURSE MATRIX

FACULTY CONTACT HOURS	LECTURE	LAB		TOT
		Reg	Studio	
CONTACT HOURS MAXIMUM	54.00	0.00	0.00	54.00
OUT OF CLASS HOURS	0.00	0.00	0.00	0.00
CONTACT HOURS MINIMUM	54.00	0.00	0.00	54.00
TBA HOURS MAXIMUM	0	0	0	0.00
DISTANCE EDUCATION HOURS LIMIT	0	0	0	0.00

If in Section 4 you select the box that a new course or an existing course is to be approved for DE scheduling, fill out the supplemental form on distance education. The Committee on Distance Education (CoDE) will use the information from the course outline and supplemental form to determine whether a course can be approved to be offered as DE.

The three boxes will be filled out by the CoDE committee chair ONLY

For the form C on Distance Education, click on “Add supplemental form”. Select the type of DE modality that you are proposing for the course. “Hybrid” and “Online” are generally considered to be the same, but you must fill out a form for each type if this course will be taught in each. If you are not sure, fill out the form for **both** modalities.

Refresh

Help

Useful Links

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(1) Intercollegiate academic or vocational competition courses where the course is part of a district-sanctioned competitive activity

(2) Intercollegiate athletics (must have ATHPE prefix and intercollegiate TOP code of 0835.50)

(3) Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree

(4) Non-credit courses

(5) None of the above

PRECONDITIONS FOR ENROLLMENT (ENTRY STANDARDS)

- The course has required or recommended preconditions for enrollment
- The course is a required or recommended precondition for enrollment in another course
- The course has required or recommended preconditions for enrollment is or can be a composite of test scores and academic background
- None of the above

B *I* U    

NOTE: Include information about existing and anticipated requisites or advisories, entry expectations, exit standards, out of class assignments and the like.

If you are filling out the supplemental form on requisites and advisories on recommended preparations, or the form on DE make sure you've filled in all required fields in the Course Outline in sections 3, 4, 5, an 6, and the "Preconditions on enrollment" section. This will make sure that the forms you complete are prepopulated to save you time.

SUPPLEMENTAL DOCUMENTS

+ Add Supplemental Form

Form A (Advisory/Co-/Prerequisite) ▾
 Form A (Advisory/Co-/Prerequisite) ▲
 Form B (Repeatability)
 Form C (Distance Education Addendum Review) ▾

✎ Modify ⓧ Delete

Form

SupplementalComments

No records to display.

To fill out a form, use the drop down to select the type of form you need to complete. Then select "Add supplemental form".

Also please note: Fill out the form and save your work when you've completed it. If you need to stop before you complete a form, you can save and return to your work at a later time. **Just make sure that you've completed the form and saved your work before you advance a proposal from prelaunch to preliminary review.** For courses with requisites or advisories on recommended preparation, you should complete this form *for each distinct requisite and advisory course*. So in Econ 101, you would fill out the form for each existing requisite and advisory being reviewed *and* for any new requisites or advisories being added...

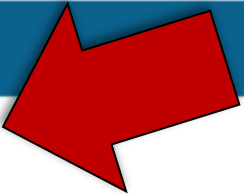
Now you should be within the supplemental form you need to complete. Fill out the form and save your work when you've completed the form.





https://ems.glendale.edu/GCCCMS/Supplementals.aspx

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SUPPLEMENTAL DOCUMENTS

+ Add Supplemental Form Form A (Advisory/Co~/Prerequisite) 

 Modify  Delete  

Form	Supplement
Form A (Advisory/Co~/Prerequisite)	
Form C (Distance Education Addendum Review)	

If you are working on a course revision for a course that has prerequisites or advisories on recommended preparation you will need to fill out this form during the course's regular cycle of curriculum review.

advisory/Co.../Pr

Design Preview

For any course that is proposing a prerequisite which is not categorized as a "within a discipline in a sequence" enter information in one of the areas below to validate inclusion of requisite.

UC/CSU REVIEW

List courses that correspond with the PROPOSED COURSE for at least three UC and/or CSU campuses and the corresponding Prerequisite or Corequisite courses:

UC/CSU Campus	Course Number & Name	Prerequisite/Corequisite Course Number & Name
1. <input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>	<input type="text"/>

Evidence documents from UCs or CSUs

Upload Document

File Description	Attachment	Edit	Delete
No records to display.			

You'll just need to fill out a few questions validating why the requisite or advisory is continuing to be included.



If you have any questions about the process of revising a course or program make sure to contact the Curriculum Coordinator.