

ADDING A CONTRIBUTOR TO A PROGRAM

Under your **Department Coordinator** Role and **ASL** department

1. Click on “Programs” button
2. Search for program by keyword (ex. American)
3. Check the program you would like to revise
4. Click “New Revision”

The screenshot shows the Curriculum Dashboard interface. At the top, there are navigation tabs: Org Management, SLOs & Assessments, Curriculum (selected), Reports, and System Settings. Below these are sub-tabs: Curriculum Development, All Curriculum, ISLOs & Gen Ed, and Gen Ed Management. The main content area is titled 'Curriculum Dashboard' and has two radio buttons: 'Course' and 'Programs' (selected). Below this is a search filter section with four dropdown menus: Department (A&P, ... (Total: 127)), Keywords (american), Award Type (All), and Show/Hide (Total: 9). There is also a Workflow Status dropdown (Pending, ... (Total: 6)). Below the filters is a 'Show 25 entries' label and a pagination control showing '1' of 1 page. The main table has a header row with columns: Name, Description, Award Type, Status, Term Offered, Workflow Status, Student Program Award, Workflow Template Name, and Workflow Type. The table contains one row for 'American Sign Language' with a checked checkbox in the first column. Above the table are buttons: Show History, Remove, New Revision (highlighted), View Program Outline Report, and Articulate. At the bottom right, there is a pagination control showing '1' of 1 page.

Name	Description	Award Type	Status	Term Offered	Workflow Status	Student Program Award	Workflow Template Name	Workflow Type	
<input checked="" type="checkbox"/>	American Sign Language	The American Sign Language (ASL) Program at Cerritos College is an interdisciplinary program that fosters an awareness of the Deaf community and cultural awareness. The program consist of study goals that takes students with little or no knowledge of ASL and Deaf Culture and provides them with the skills needed to communicate comfortably in a wide variety of situations in the Deaf community.	A.A. Degree Major	Active	2017 FA	Approved	Associate of Arts (A.A.) degree	Program Import Create	Program Creation

5. Click on “B. Modify Existing program”

The screenshot displays a web application interface for curriculum management. At the top, there is a navigation bar with five tabs: Strategic Planning, SLOs & Assessments, Curriculum, Org Management, and Reports. Below this, a breadcrumb trail shows 'Courses & Programs' and 'Curriculum Dashboard'. The dashboard has two sub-sections: 'Courses' and 'Programs', with 'Programs' selected. A search and filter area includes fields for Department (A&P, ... (Total: 127)), Keywords (american), Award Type (All), and Show/Hide (Total: 9). Below this is a 'Workflow Status' filter set to 'Pending, ... (Total: 6)'. A 'Show 25 entries' dropdown is visible. A table lists program entries, with the first row highlighted in green. A modal dialog is overlaid on the table, titled '1. Select Workflow Template' and '2. Select Program Type'. The dialog shows a selected option: 'B. MODIFY EXISTING PROGRAM (1.1)' with a description: 'Use this template to modify existing certificate and degree programs. It includes the required short form narrative.' A 'Cancel' button is at the bottom right of the dialog.

Department: A&P, ... (Total: 127) | Keywords: american | Award Type: All | Show/Hide: (Total: 9)

Workflow Status: Pending, ... (Total: 6)

Show 25 entries

Name	Description	Award	Workflow Template Name	Workflow Type
American Sign Language	The American Sign Language (ASL) Program at Cerritos College is an interdisciplinary program that fosters an awareness of the Deaf community and cultural awareness. The program consist of study goals that takes students with little or no knowledge of ASL and Deaf Culture and provides them with the skills needed to communicate comfortably in a wide variety of situations in the Deaf community.	Arts	Program Import Create	Program Creation

1. Select Workflow Template | **2. Select Program Type**

B. MODIFY EXISTING PROGRAM (1.1)
Use this template to modify existing certificate and degree programs. It includes the required short form narrative.

Cancel

6. Click on “Pathways Programs” or “Rule-Based” (Workflow is the same, so it doesn’t matter which)

The screenshot displays a web interface for a Curriculum Dashboard. At the top, there are navigation tabs for 'Courses & Programs'. Below this, the 'Curriculum Dashboard' header is visible, with 'Courses' and 'Programs' tabs. The main content area includes a 'Department' dropdown menu set to 'A&P, ... (Total: 127)', a 'Workflow Status' dropdown set to 'Pending, ... (Total: 6)', and a 'Show' dropdown set to '25 entries'. A table with columns 'Name' and 'Description' is partially visible, showing an entry for 'American Sign Language'. A modal dialog box titled 'Select Workflow Template' is overlaid on the screen, showing two options: 'Pathways Program' (with a four-way arrow icon) and 'Rule-Based' (with a checklist icon). The dialog also includes a 'Back' button at the bottom right.

Department: A&P, ... (Total: 127)

Workflow Status: Pending, ... (Total: 6)

Show: 25 entries

Show History Remove

Name	Description
American Sign Language	The American Language (A Program at College is an interdisciplinary program that fosters an awareness of the Deaf community and cultural awareness. The program consist of study goals that takes students with little or no knowledge of ASL and Deaf Culture and provides them with the skills needed to communicate comfortably in a wide variety of situations in the Deaf community.

Workflow Status: (Total: 9)

Previous 1 Next

Workflow Template Name: Program Import Create

Workflow Type: Program Creation

Select Workflow Template

2. Select Program Type

Pathways Program
Define a program (degree or certificate), so that students have a very clear idea of the curriculum they need to attain a certificate or degree from our institution.

Rule-Based
Define a program (degree or certificate) using rules for attainment, so that students have the most flexibility in getting their credential.

Back

7. In the “Proposal Start” Select “2018 FA”
8. Click “Add Traditional Contributor”
9. Pop up box will appear and click “Pick User”

Courses & Programs

American Sign Language

Associate of Arts (A.A.) degree
B. MODIFY EXISTING PROGRAM (1.1)
Revise Program

Cover Info Course... Recommended... Learning... Program... Curriculum...

Program Basics

Program Title*
American Sign Language

Department
ASL

Program TOP Code (SP01)*
(0850.00) Sign Language

Award Type *
A.A. Degree Major

Student Program Award (SP02)*
Associate of Arts (A.A.) degree

Program Description
The American Sign Language (ASL) Program at Cerritos College is an interdisciplinary program that fosters an awareness of the Deaf community and cultural awareness. The program consist of study goals that takes students with little or no knowledge of ASL and Deaf Culture and provides them with the skills needed to communicate comfortably in a wide variety of situations in the Deaf community.

Transferability*
Transferable to both UC and CSU

Proposal Details

Proposal Start*
-- Choose Term --
2018 SP
2018 FA

Author
Lay, Phaly
[Add Additional Contributors](#)

Program Justification

Submission Rationale

- New Program
- Improvement to Program of Study
- Change to Content
- Additional Program Options
- Add Transferability

10. In the “Role” drop down option change to “Faculty”
11. Type in “Kelly” in the text box
12. Click on “Kelly, Edward”
Name will appear on the right to indicate contributor has been added.
13. Click “close” on both boxes.
14. Click “Save and Continue”
Contributor can access programs through their inbox.

