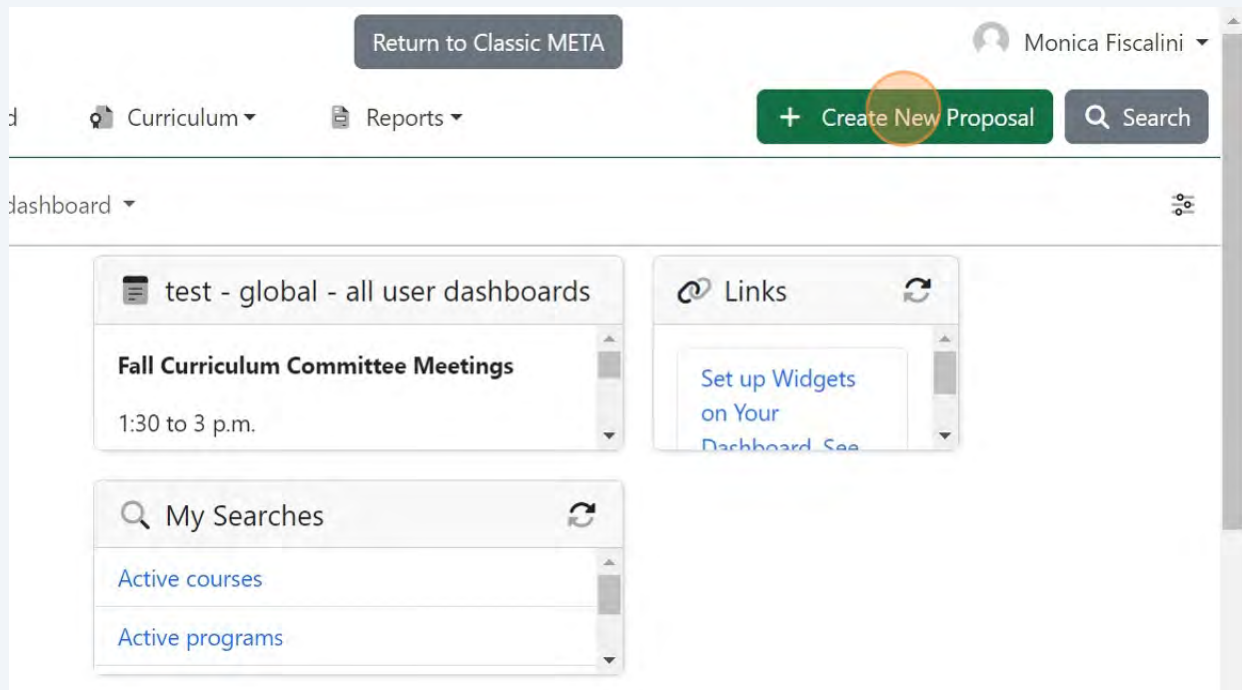


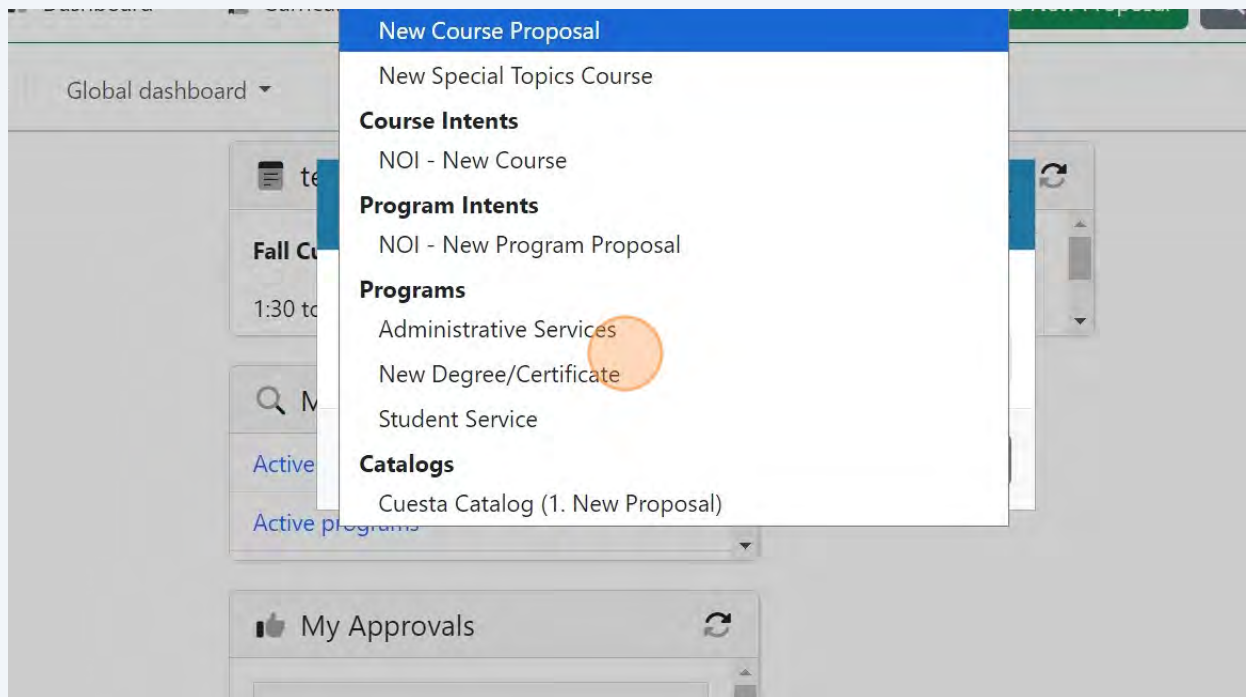
# Creating a Notice of Intent for a New Course Proposal

1 Navigate to <https://cuesta.curriqunet.com>

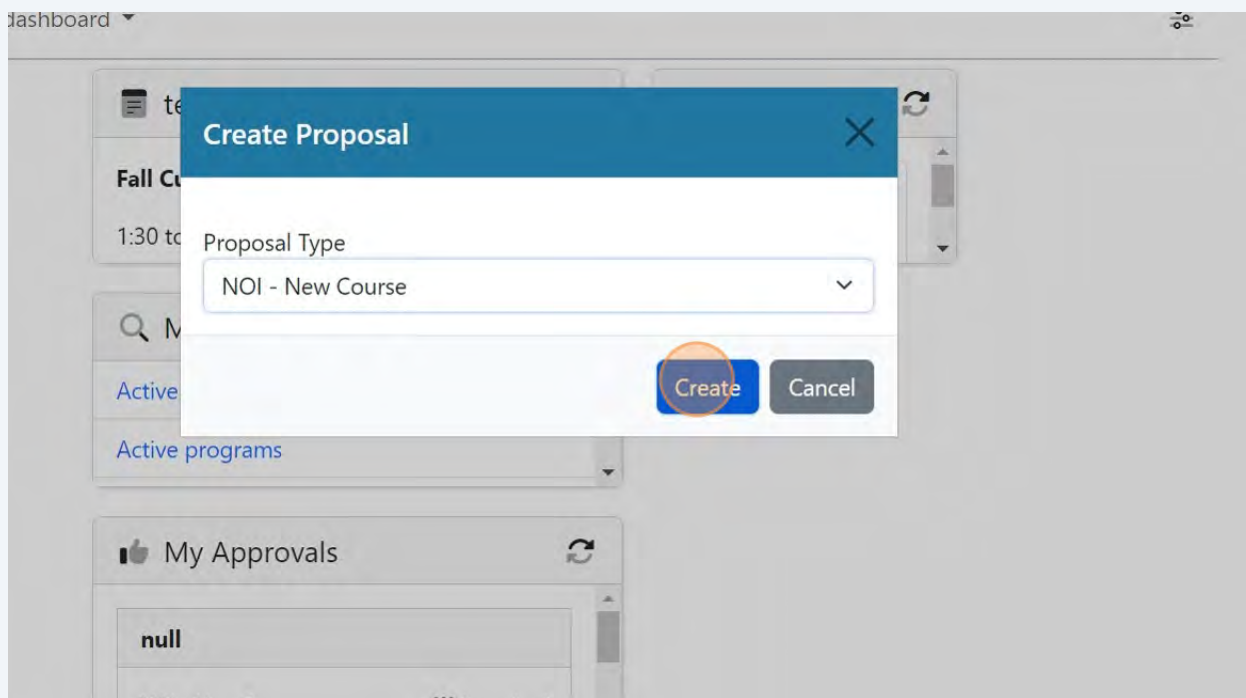
2 Click "Create New Proposal"



### 3 Select Course Intents/NOI - New Course



### 4 Click "Create"



## 5 Click appropriate dean or director

[https://www.cuesta.edu/metal-fabrication-help\\_documents.pdf](https://www.cuesta.edu/metal-fabrication-help_documents.pdf)

Consultation with the Dean or Director early in the curriculum development proposals. Please submit this completed form at least one month prior to the adequate time for any needed discussions, or possible revisions and resubmit the top of this page to submit this proposal for approval.

**Dean/Director**

☐ Erin Naegle

☐ Aubrey Kuan Roderick

☐ Mozell Person

☒ Oscar Ramos

☐ Matthew Green

☐ Mia Ruiz

Subject

Course Number

What is the title of the course?\*

## 6 Click "Credit and Hours"

Cuesta College

**CUESTA COLLEGE**

Curriculum Approvals

**NOI - New Course: Metal Fabrication**

Status: Draft

Basic Course Information **1/1**

**Credit and Hours**

**Dean/Director**

☐ Erin Naegle

☐ Aubrey Kuan Roderick

☐ Mozell Person

☒ Oscar Ramos

☐ Matthew Green

☐ Mia Ruiz

Subject

Course Number

- 7 Click the "Min Units" field.

**II - New Course: Metal Fabrication**

Status: Draft Remaining Launch Requirements: 0 Launch

Course Information 1/1

and Hours

e Content

um Qualifications

e Cap

and Dates 1/1

### Credit and Hours

Please visit the Cuesta CurrQunet Meta Help Page for help, instructions, and tutorials:  
[https://www.cuesta.edu/meta/docs/Help\\_Documents.pdf](https://www.cuesta.edu/meta/docs/Help_Documents.pdf)

☐ Course has variable hours

**How many units are being proposed?**

Min Units

**What is the Hours breakdown for lecture, lab, and activity?**

Min Lecture Hours

Min Lab Hour

Min Activity Hours

- 8 Click the "Min Lecture Hours" field.

Hours

Content

Qualifications

p

Dates 1/1

Please visit the Cuesta CurrQunet Meta Help Page for help, instructions, and tutorials:  
[https://www.cuesta.edu/meta/docs/Help\\_Documents.pdf](https://www.cuesta.edu/meta/docs/Help_Documents.pdf)

☐ Course has variable hours

**How many units are being proposed?**

Min Units

**What is the Hours breakdown for lecture, lab, and activity?**

Min Lecture Hours

Min Lab Hour

Min Activity Hours

- 9 Click the "Min Lab Hour" field.

The screenshot shows a web form for course creation. On the left is a sidebar with a menu containing 'Content', 'Minimum Qualifications', 'Cap', and 'Codes and Dates'. The 'Codes and Dates' item is highlighted with a green '1/1' badge. The main form area has a checkbox labeled 'Course has variable hours' which is unchecked. Below this is a section titled 'How many units are being proposed?' with a 'Min Units' input field containing the value '0'. Another section titled 'What is the Hours breakdown for lecture, lab, and activity?' contains three input fields: 'Min Lecture Hours' with '2', 'Min Lab Hour' with '1' (highlighted by an orange circle), and 'Min Activity Hours' which is empty.

- 10 Click "Course Content"

The screenshot shows a web form for course creation. At the top, the Cuesta College logo is visible, along with 'Curriculum' and 'Approvals' tabs. The page title is 'NOI - New Course: Metal Fabrication' and the status is 'Draft'. A sidebar on the left contains a menu with 'Basic Course Information', 'Credit and Hours', 'Course Content', 'Minimum Qualifications', 'Course Cap', and 'Codes and Dates'. The 'Course Content' item is highlighted with an orange circle. The 'Basic Course Information' and 'Codes and Dates' items have green '1/1' badges. The main form area has a checkbox labeled 'Course has variable hours' which is unchecked. Below this is a section titled 'How many units are being proposed?' with a 'Min Units' input field containing the value '0'. Another section titled 'What is the Hours breakdown for lecture, lab, and activity?' contains three input fields: 'Min Lecture Hours' with '2', 'Min Lab Hour' with '4' (highlighted by a blue border), and 'Min Activity Hours' which is empty.



## 11 Choose answer

**COLLEGE**

### NOI - New Course: Metal Fabrication

Status: Draft Remaining Launch

Basic Course Information	1/1
Credit and Hours	
Course Content	
Minimum Qualifications	
Course Cap	
Codes and Dates	1/1

#### Course Content

Please visit the [Cuesta CurriQunet Meta Help Page](#) for help, instructions, and tutorials.

**Will this course fit into any existing degrees or certificates?**

☐ Yes  
☒ No

**Which ones?**

- ☐ Academic Skills Bridge to College Credit - Certificate of Completion
- ☐ ACCOUNTING CLERK - Certificate of Achievement
- ☐ ACCOUNTING CONCENTRATION - Certificate of Achievement
- ☐ ADDICTION STUDIES FOUNDATION - Certificate of Achievement
- ☐ ADDICTION TREATMENT STUDIES - Associate in Arts

## 12 Click the "What is the rationale for the course? (If intended for transfer or articulation, then have you consulted the Cuesta College Articulation Officer?)" field.

☐ ACCOUNTING CLERK - Certificate of Achievement

☐ ACCOUNTING CONCENTRATION - Certificate of Achievement

☐ ADDICTION STUDIES FOUNDATION - Certificate of Achievement

☐ ADDICTION TREATMENT STUDIES - Associate in Arts

☐ ADDICTION TREATMENT STUDIES - Certificate of Achievement

☐ ADMINISTRATION OF JUSTICE - Associate in Science for Transfer

0 of 236 items are selected

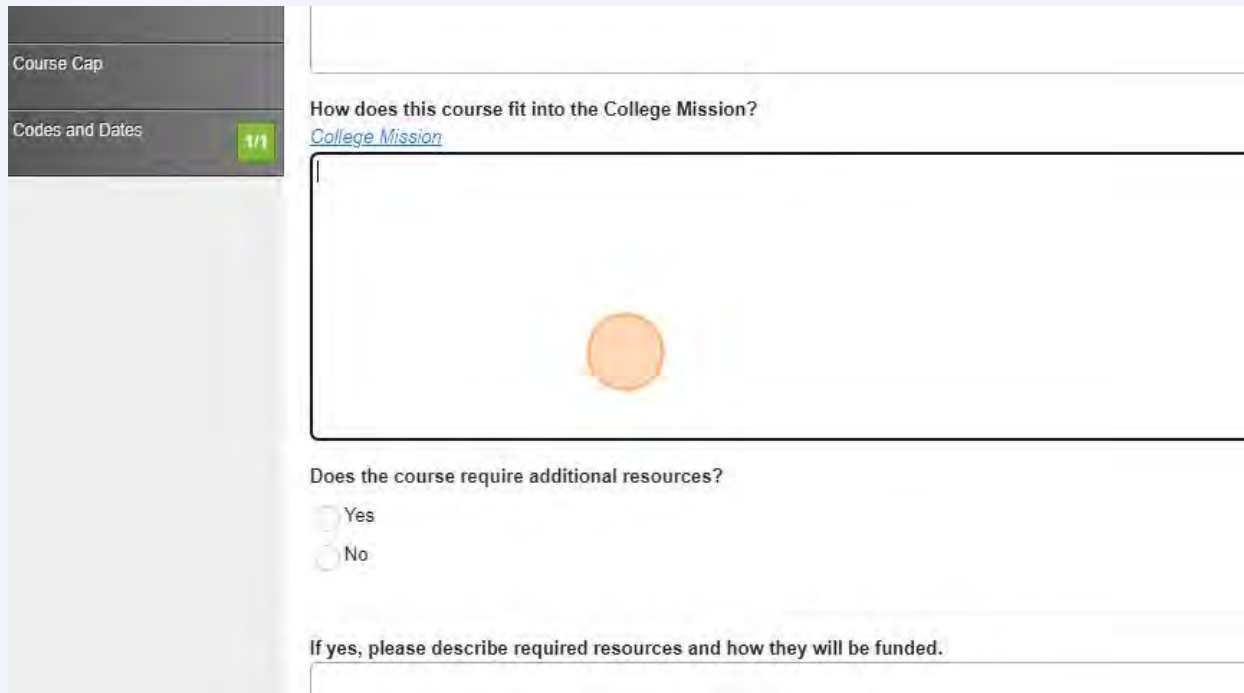
**What is the rationale for the course? (If intended for transfer or articulation, then have you consulted the Cuesta College Articulation Officer?)**

fields marked with \* are required

How does this course fit into the College Mission?

**13** Fill in answer

**14** Click the "How does this course fit into the College Mission?" field.



The screenshot shows a web form for course information. On the left is a sidebar with two menu items: "Course Cap" and "Codes and Dates". The "Codes and Dates" item is highlighted with a green box containing the number "1/1". The main content area has a header "How does this course fit into the College Mission?" with a blue link "College Mission" below it. A large text input field is highlighted with a yellow circle. Below this field are two radio button options: "Yes" and "No". At the bottom, there is a label "If yes, please describe required resources and how they will be funded." followed by another text input field.

**15** Fill in answer

## 16 Choose answer

AAA

Does the course require additional resources?

☐ Yes

☒ No

If yes, please describe required resources and how they will be funded.

Fields marked with \* are required

## 17 Choose answer

Course Content	
Minimum Qualifications	
Course Cap	
Codes and Dates	1/1

Does this course duplicate or overlap an already existing course in any if necessary.

☐ Yes

☒ No

If yes, please explain:



**18** Click the "If yes, please explain:" field.

Codes and Dates 1/1

Does this course duplicate or overlap an already existing course in any department? Please consult w if necessary.

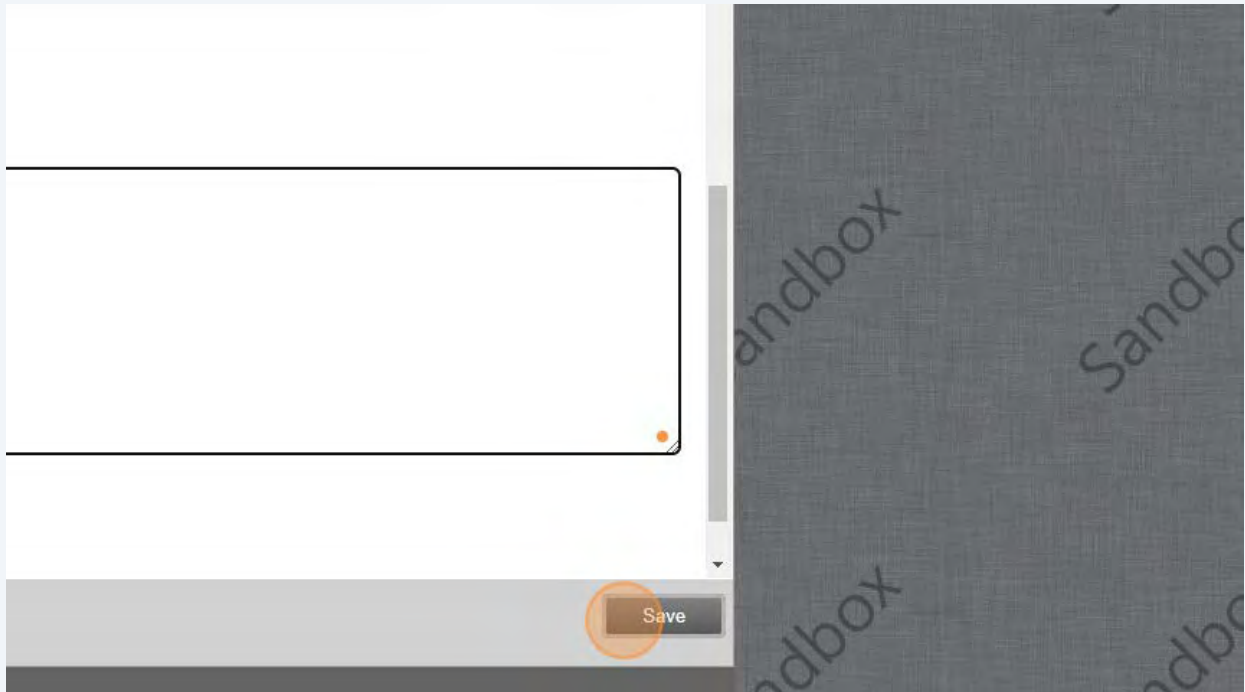
☒ Yes  
☐ No

If yes, please explain:

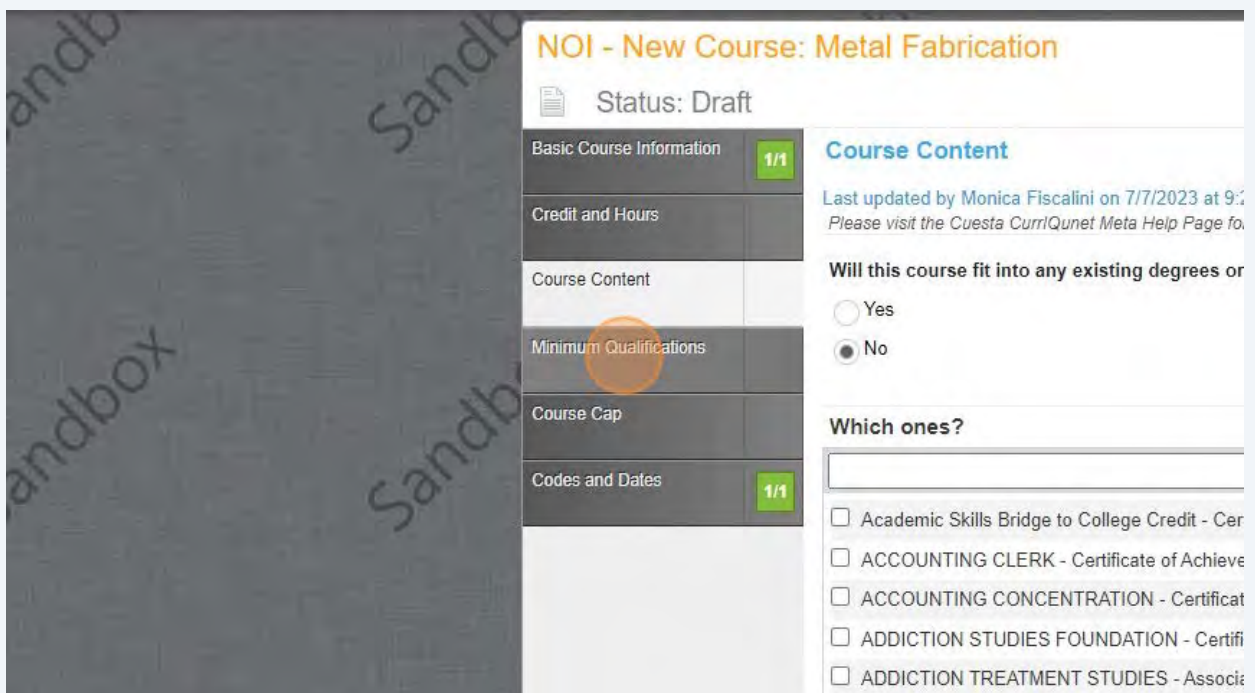
[Text area containing a large orange circle]

**19** Fill in answer

20 Click "Save"



21 Click "Minimum Qualifications"



## 22 Choose answer

COLLEGE

### NOI - New Course: Metal Fabrication

Status: Draft Remaining Launches: 0

Basic Course Information **1/1**

Credit and Hours

Course Content

Minimum Qualifications

Course Cap

Codes and Dates **1/1**

#### Minimum Qualifications

Please visit the Cuesta CurriQunet Meta Help Page for help, instructions, and tutorials at [https://www.cuesta.edu/meta/docs/Help\\_Documents.pdf](https://www.cuesta.edu/meta/docs/Help_Documents.pdf)

Does the department currently have faculty that meet the Minimum Qualifications Discipline Designation for the course? Please consult Division Chair if unsure

☒ Yes

☐ No

#### Minimum Qualifications

This list does not contain any items. To add an item, click the add button at the bottom right of the list.

## 23 Click "Add"

help, instructions, and tutorials: f

et the Minimum Qualifications for the proposed Minimum Qualifications  
ilt Division Chair if unsure

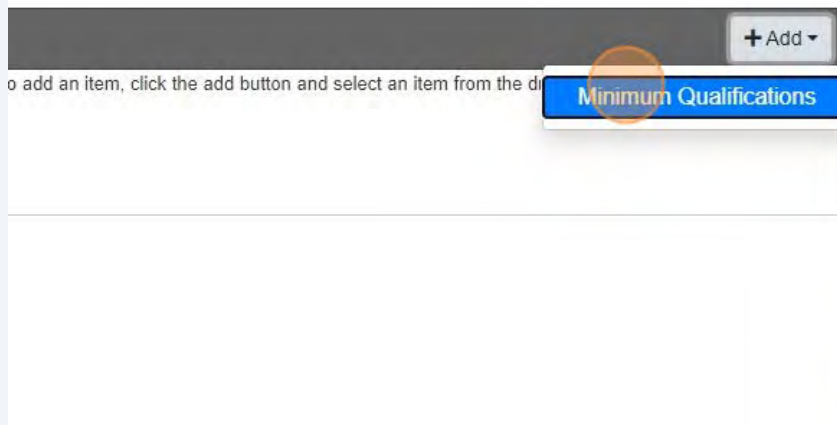
**+ Add**

ck the add button and select an item from the drop down list.

## 24 Click "Minimum Qualifications"

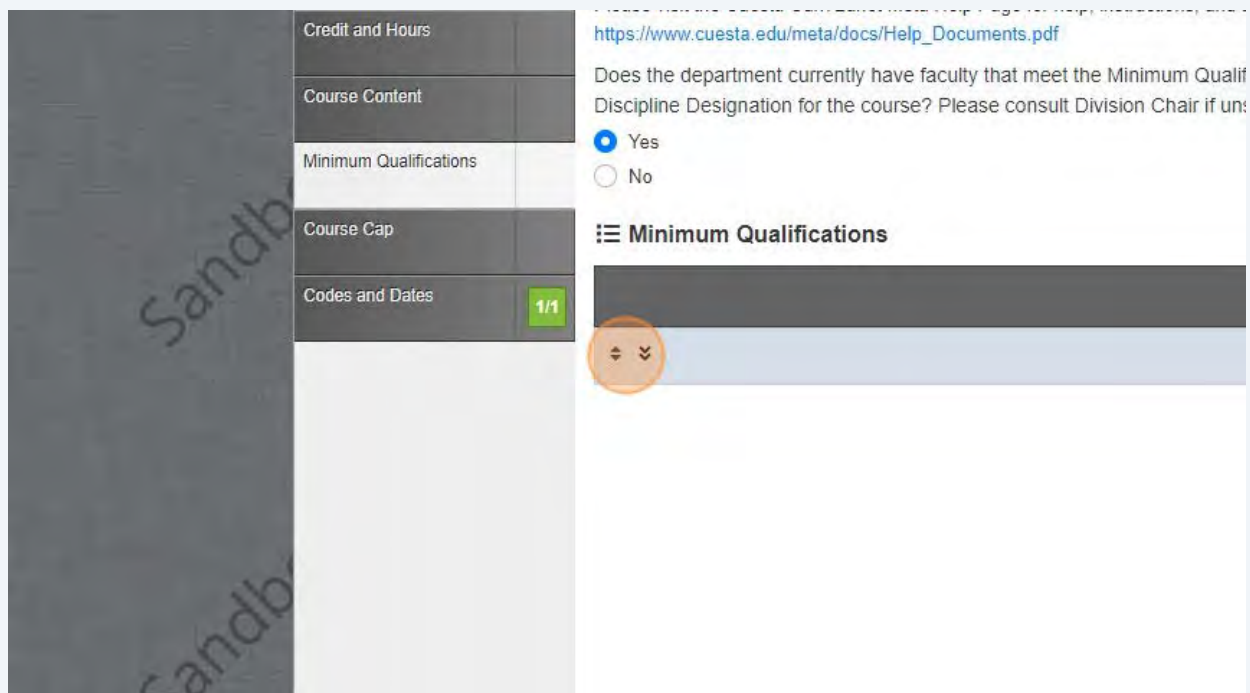
ta Help Page for help, instructions, and tutorials:  
[p\\_Documents.pdf](#)

faculty that meet the Minimum Qualifications for the proposed Minimum Qualifications  
e? Please consult Division Chair if unsure



The screenshot shows a form interface. At the top right, there is a '+ Add' button. Below it, a text prompt says 'to add an item, click the add button and select an item from the dropdown'. A dropdown menu is open, showing a blue button labeled 'Minimum Qualifications' which is circled in orange. The rest of the form area is empty.

## 25 Click this button.



The screenshot shows a form interface. On the left, there is a sidebar with a table of contents:

Credit and Hours	
Course Content	
Minimum Qualifications	
Course Cap	
Codes and Dates	1/1

On the right, there is a form with the following text:

[https://www.cuesta.edu/meta/docs/Help\\_Documents.pdf](https://www.cuesta.edu/meta/docs/Help_Documents.pdf)

Does the department currently have faculty that meet the Minimum Qualification Discipline Designation for the course? Please consult Division Chair if unsure?

☒ Yes  
☐ No

Below this, there is a section titled 'Minimum Qualifications' with a blue button labeled 'Minimum Qualifications' circled in orange. The rest of the form area is empty.

26 Click this dropdown.

Does the department currently have faculty that meet the Minimum Qualifications for the proposed Minimum G Discipline Designation for the course? Please consult Division Chair if unsure

☒ Yes  
☐ No

≡ Minimum Qualifications

⌵

Minimum Qualification	Condition
-----------------------	-----------

27 Click "Course Cap"

Status: Draft

Basic Course Information 1/1  
Credit and Hours  
Course Content  
Minimum Qualifications  
Course Cap  
Codes and Dates 1/1

**Minimum Qualifications**

Please visit the Cuesta CurrQunet Meta Help F  
[https://www.cuesta.edu/meta/docs/Help\\_Docun](https://www.cuesta.edu/meta/docs/Help_Docun)

Does the department currently have faculty  
Discipline Designation for the course? Pleas

☒ Yes  
☐ No

≡ Minimum Qualifications

⌵ Welding

Minimum Qualification	Welding
Condition	



28 Click this dropdown.

NOI - New Course: Metal Fabrication

Status: Draft Remaining Launch Requirements: 0 Launch

Basic Course Information 1/1

Course Cap

Please visit the Cuesta CurriQunet Meta Help Page for help, instructions, and tutorials:  
[https://www.cuesta.edu/meta/docs/Help\\_Documents.pdf](https://www.cuesta.edu/meta/docs/Help_Documents.pdf)

AP 4023 Establishment and Modification of Course Caps

Tentative course cap category

Tentative Course Cap

How will this affect the department's efficiency?

29 Click the "Tentative Course Cap" field.

Status: Draft Remaining Launch Requirements: 0 Launch

Basic Course Information 1/1

Course Cap

Please visit the Cuesta CurriQunet Meta Help Page for help, instructions, and tutorials:  
[https://www.cuesta.edu/meta/docs/Help\\_Documents.pdf](https://www.cuesta.edu/meta/docs/Help_Documents.pdf)

AP 4023 Establishment and Modification of Course Caps

Tentative course cap category

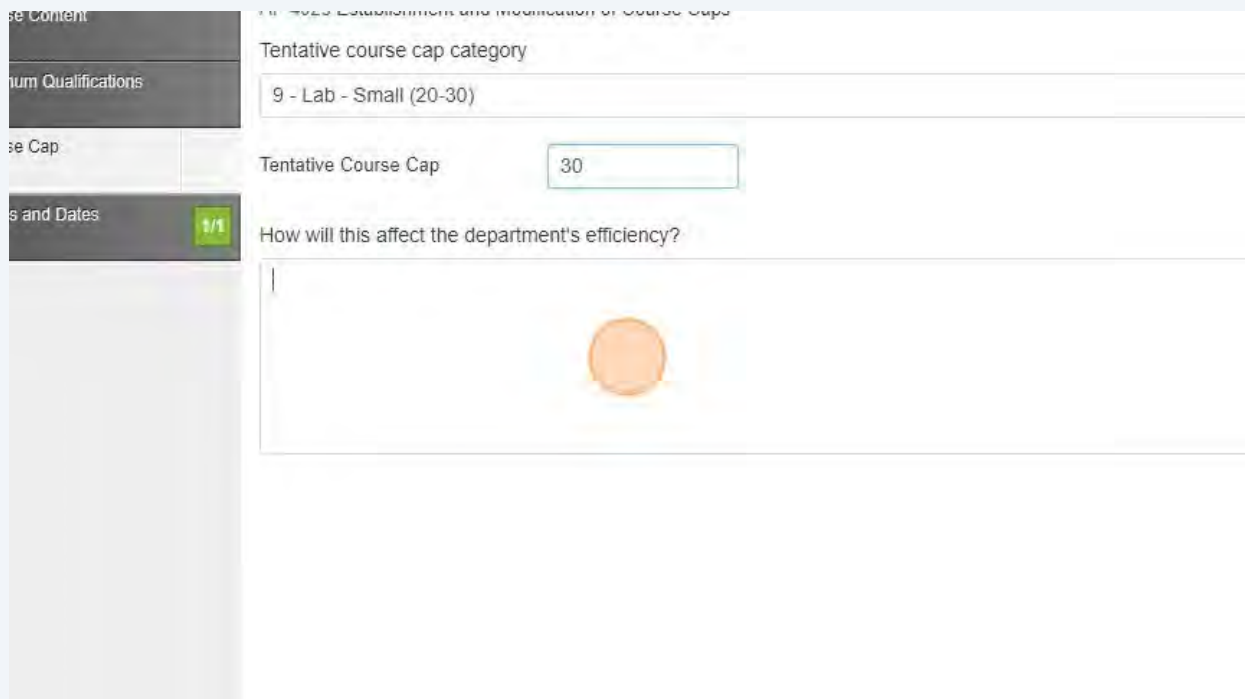
9 - Lab - Small (20-30)

Tentative Course Cap

How will this affect the department's efficiency?



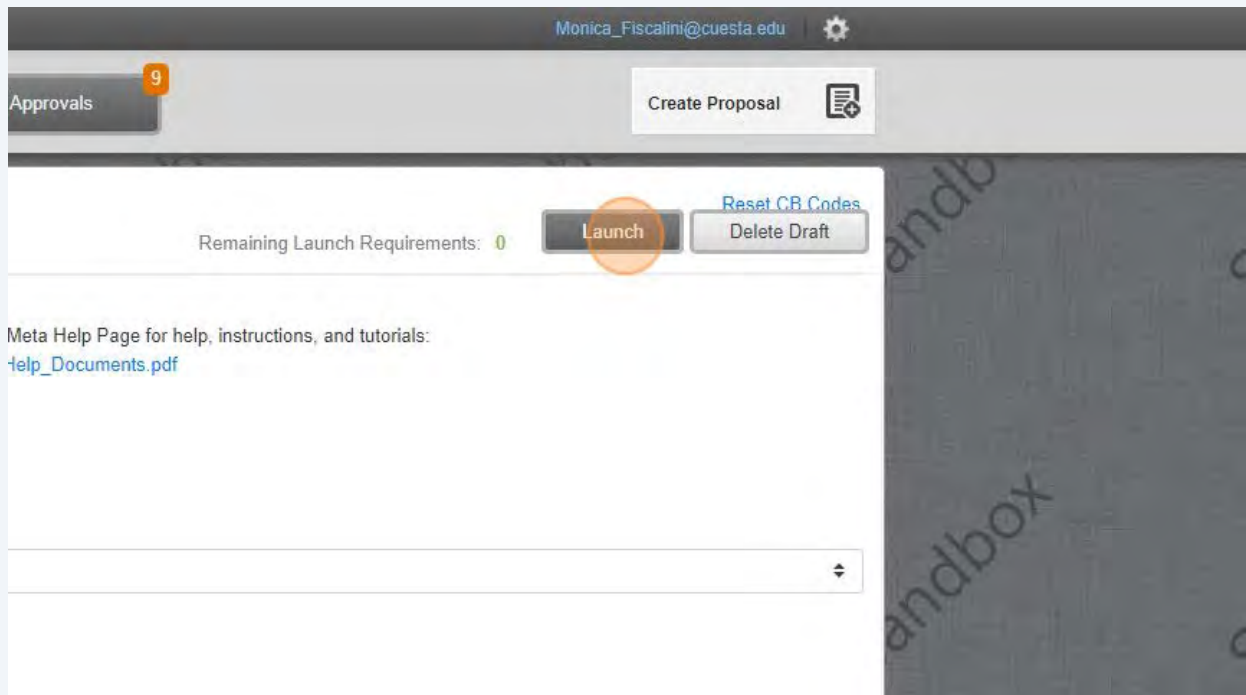
**30** Click the "How will this affect the department's efficiency?" field.



The screenshot shows a web form for course caps. On the left is a sidebar with a dark header and several menu items: 'Course Content', 'Prerequisite Qualifications', 'Course Cap', and 'Dates and Dates'. The 'Dates and Dates' item is highlighted with a green background and a '1/1' indicator. The main form area has a title 'Tentative Establishment and Modification of Course Caps'. It contains three fields: 'Tentative course cap category' with a dropdown menu showing '9 - Lab - Small (20-30)', 'Tentative Course Cap' with a text input field containing '30', and 'How will this affect the department's efficiency?' with a large text area. A red circle is drawn around the 'How will this affect the department's efficiency?' field.

**31** Fill in answer

### 32 Click "Launch"



### 33 Click "Yes"

