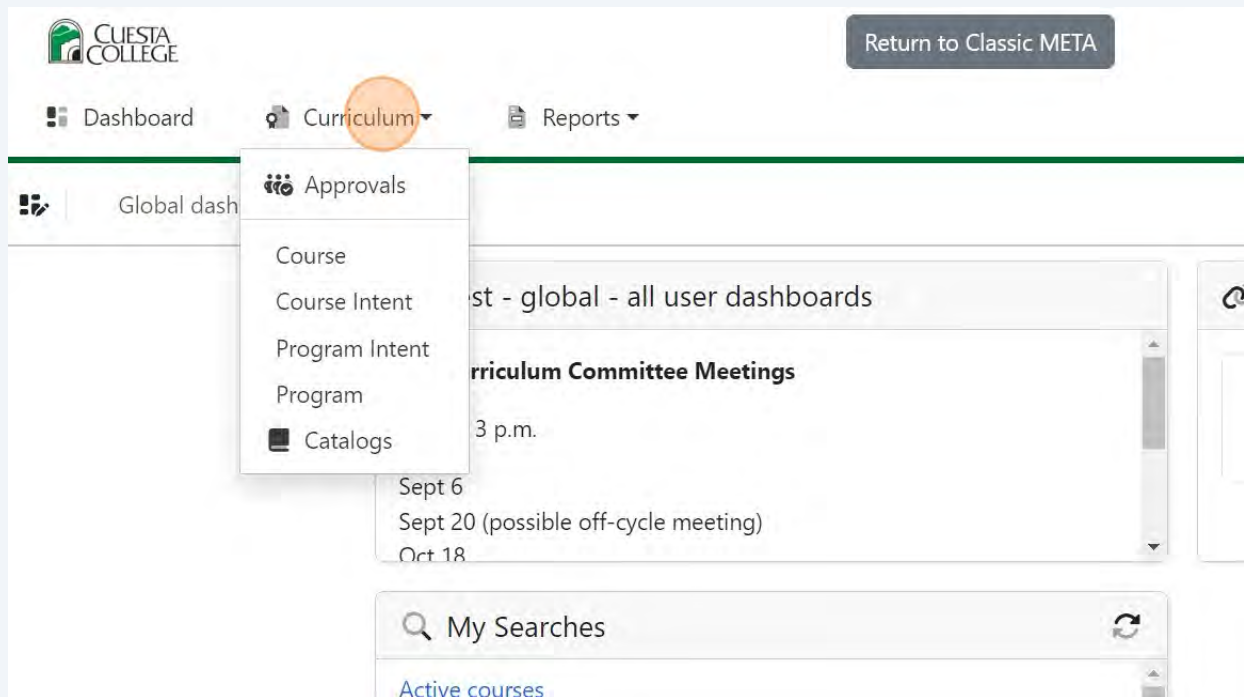


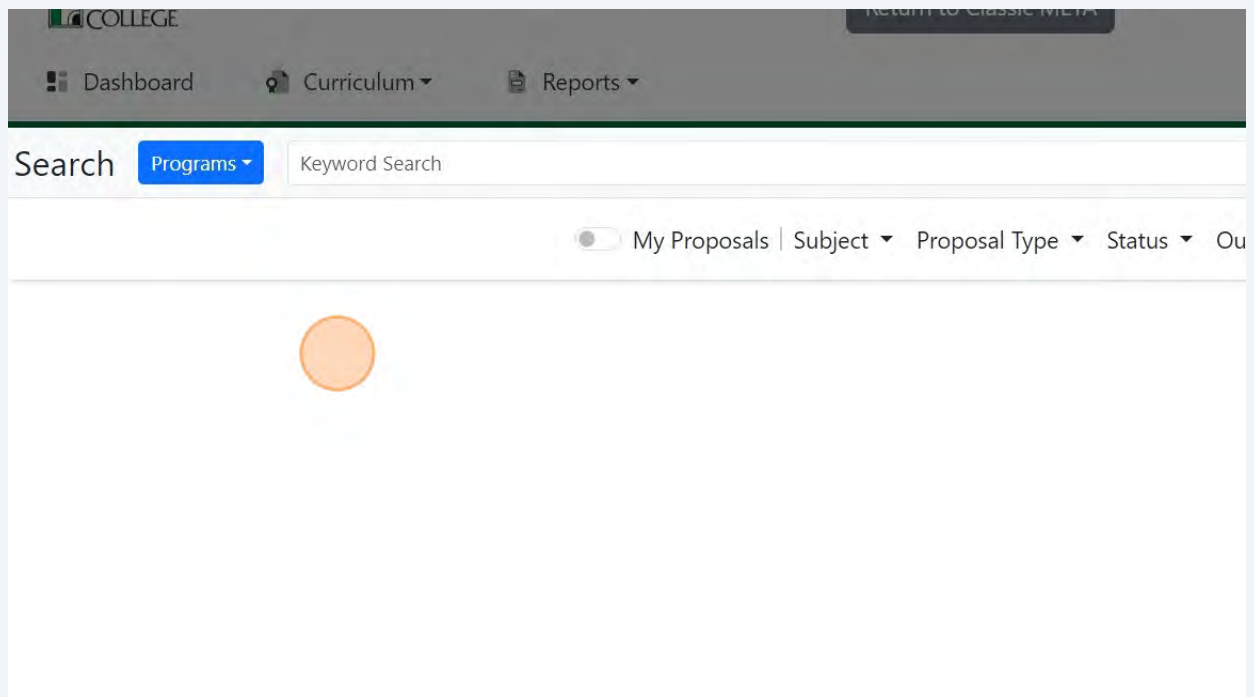
Creating Program Learning Outcomes Only Scribe[®] proposal

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

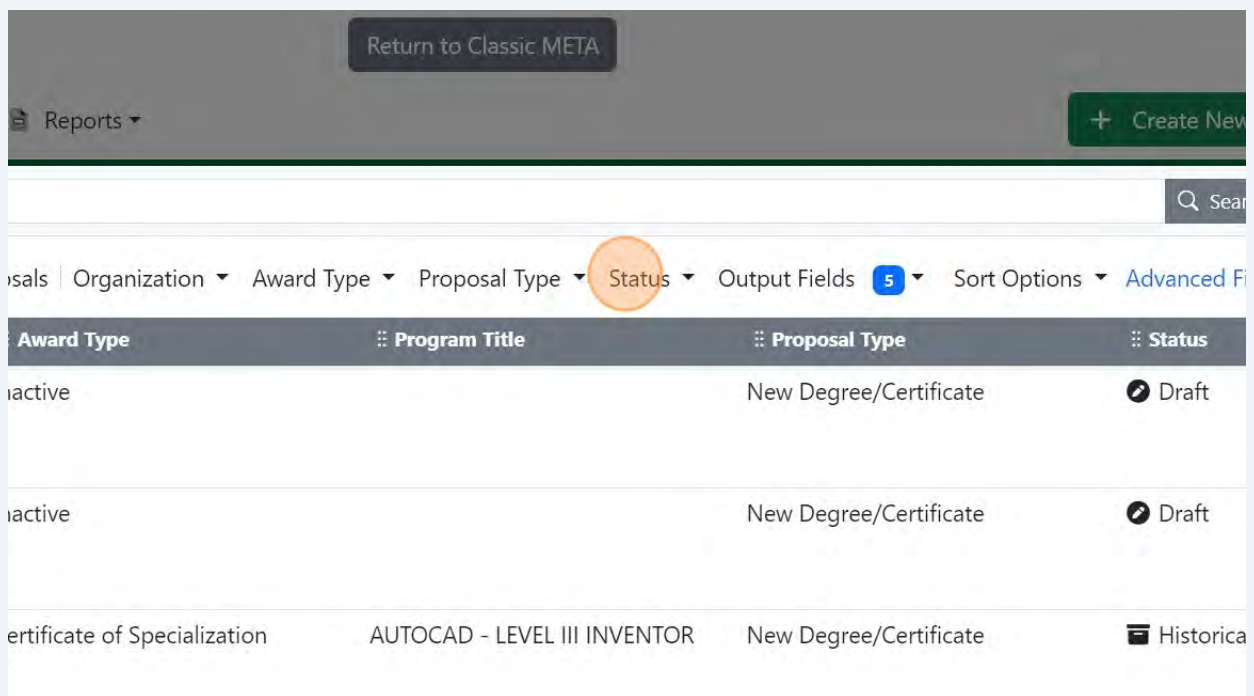
2 Click "Curriculum"



3 Click "Program"



4 Click "Status" and select the "Active" field



- 5 Enter desired degree or certificate in the "Keyword Search" field. Click "Search".

The screenshot shows the Cuesta College system interface. At the top, there is a navigation bar with the Cuesta College logo, a 'Return to Classic META' button, and links for 'Dashboard', 'Curriculum', and 'Reports'. Below this, there is a search bar with the text 'earch' and a dropdown menu for 'Programs'. The 'Keyword Search' field is highlighted with an orange circle. Below the search bar, there are filters for 'My Proposals', 'Organization', 'Award Type', 'Proposal Type', 'Status' (set to 1), and 'Output Fields'. A table with three columns: 'Department', 'Award Type', and 'Program Title' is displayed. The table contains three rows: 1. Department: Inactive, Award Type: Inactive, Program Title: Ne. 2. Department: Inactive, Award Type: Inactive, Program Title: Ne. 3. Department: Engineering, Award Type: Certificate of Specialization, Program Title: AUTOCAD - LEVEL III INVENTOR, Program Title: Ne.

- 6 Click "Modify"

The screenshot shows the search results page. At the top, there is a navigation bar with a '+ Create New Proposal' button and a 'Search' button. Below this, there are filters for 'Proposal Type', 'Status' (set to 1), 'Output Fields' (set to 5), 'Sort Options', 'Advanced Filters', and 'My Searches'. A table with three columns: 'Program Title', 'Proposal Type', and 'Status' is displayed. The table contains three rows: 1. Program Title: ENGLISH, Proposal Type: Degree/Certificate Modification, Status: Active (checked). The 'Modify' button is highlighted with an orange circle. 2. Program Title: NONCREDIT ENGLISH AS A SECOND LANGUAGE - LEVEL I, Proposal Type: Degree/Certificate Modification, Status: Active (checked). 3. Program Title: NONCREDIT ENGLISH AS A SECOND LANGUAGE - LEVEL II, Proposal Type: Degree/Certificate Modification, Status: Active (checked). Each row has a 'Reports' button.

- 7 Select "Learning Outcomes only" from dropdown. Click "Create".

The screenshot shows a 'Create New Proposal' form. The 'Proposal Type' dropdown menu is open, and 'Learning Outcomes only' is selected. An orange circle highlights the dropdown arrow. The 'Create' button is visible. The background shows a table with columns: Competency, NONCREDIT ENGLISH AS A, Degree/Certificate Modification, and Status. The 'Status' column shows 'Active' with 'Modify' and 'Deactivate' buttons.

- 8 Click "Basic Program Information". Update the "Justification for Proposal*" field.

The screenshot shows the 'Basic Program Information' form. The 'Justification for Proposal*' field is highlighted with an orange circle. The 'Program Title' field contains 'ENGLISH' and the 'Division' field contains 'English'. The background shows a table with columns: Competency, NONCREDIT ENGLISH AS A, Degree/Certificate Modification, and Status. The 'Status' column shows 'Active' with 'Modify' and 'Deactivate' buttons.

9 Click "Program Learning Outcomes"

Learning Outcomes only: ENGLISH - Associate in Arts for Transfer

Status: Draft Remaining Launch Requirements

Basic Program Information 1/1

Co-Contributor

Narrative

Course/Requirements List

Course/Requirement Organization

Program Learning Outcomes

Attach Files

Codes/Dates

Basic Program Information

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

Program Title ENGLISH

Division English

Department English

Discipline (ENGL) English

Award Type Associate in Arts for Transfer

Program Description

Fields marked with * are required

10 Click "Add"

ENGLISH - Associate in Arts for Transfer

Remaining Launch Requirements: 0 Launch Delete Draft

Learning Outcomes

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

Up to six outcomes individually
For each outcome enter an example of an assessment
Add each PLO to the SLO for the courses that have been included in program requirements.

Program Outcomes

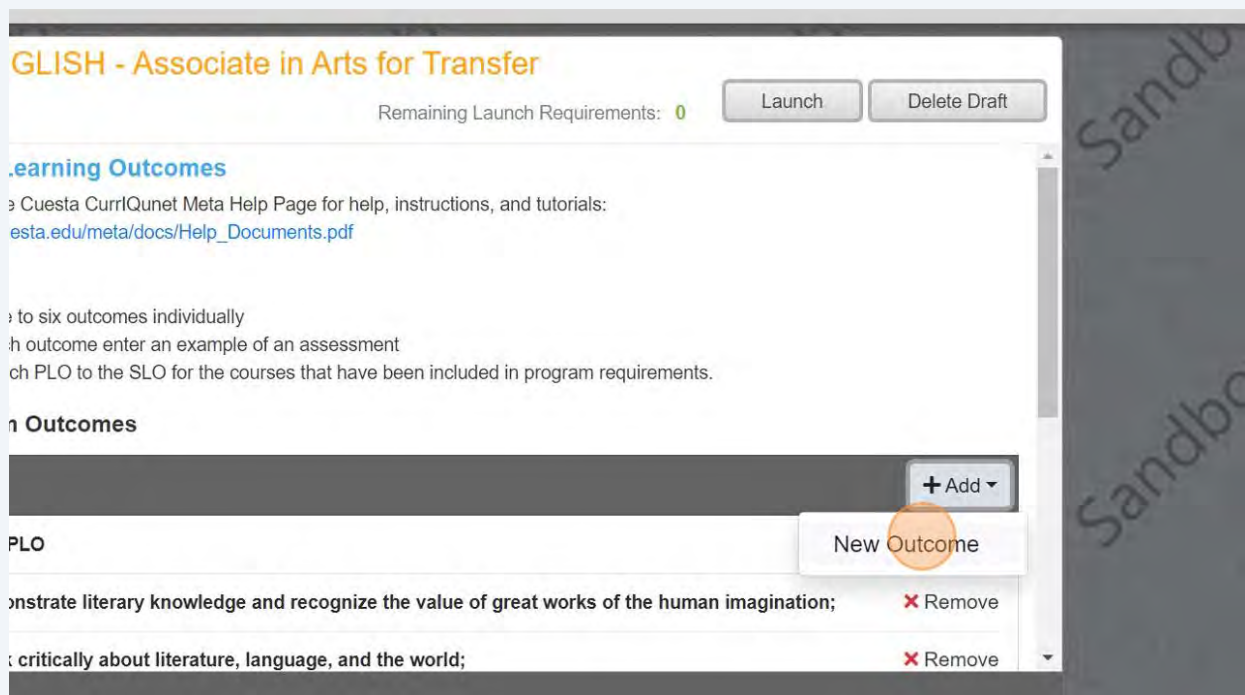
+ Add

PLO Remove

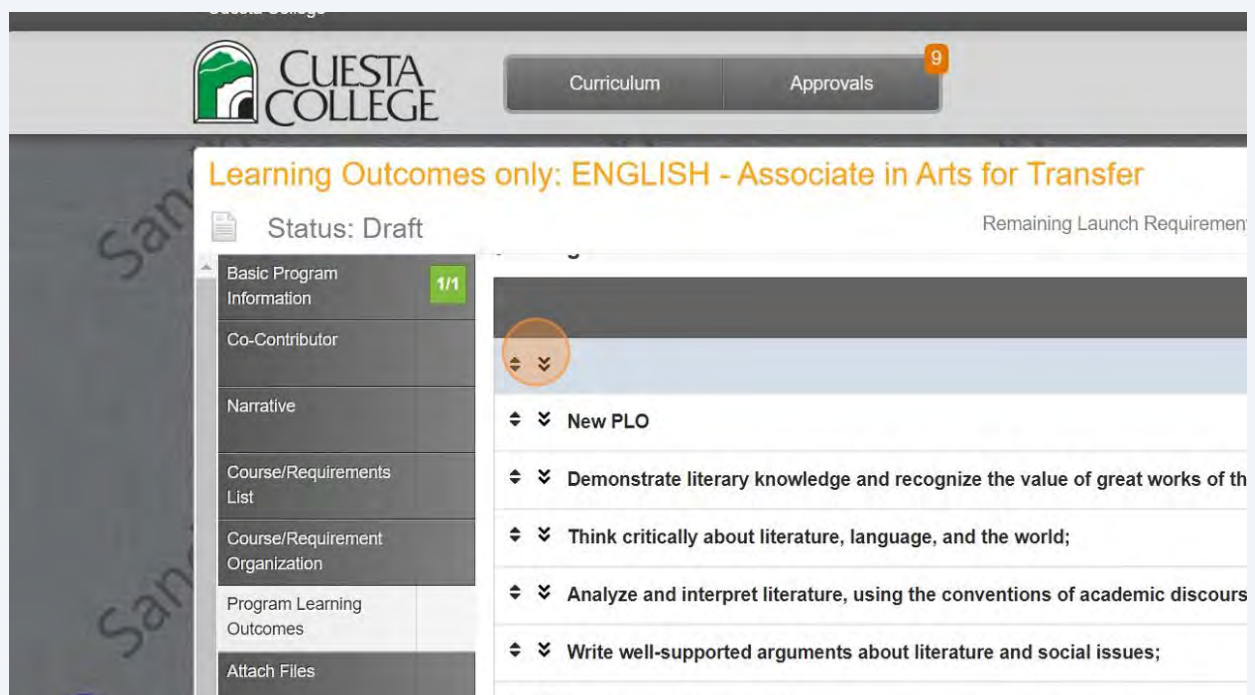
Demonstrate literary knowledge and recognize the value of great works of the human imagination; Remove

Analyze critically about literature, language, and the world; Remove

11 Click "New Outcome"



12 Click icon on the right to expand



13 Fill in the "Outcome" field.

Learning Outcomes only: ENGLISH - Associate in Arts for Transfer

Status: Draft Remaining Launch Requirements

Basic Program Information	1/1
Co-Contributor	
Narrative	
Course/Requirements List	
Course/Requirement Organization	
Program Learning Outcomes	
Attach Files	
Codes/Dates	

Outcome

Assessment

Fields marked with * are required

14 Fill in the "Assessment" field.

Learning Outcomes only: ENGLISH - Associate in Arts for Transfer

Status: Draft Remaining Launch Requirements

Basic Program Information	1/1
Co-Contributor	
Narrative	
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Outcome

Assessment

Fields marked with * are required

15 Choose mappings.

Learning Outcomes only: ENGLISH - Associate in Arts for Transfer

Status: Draft

Remaining Launch Requirements

Basic Program Information 1/1

Co-Contributor

Narrative

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Program Learning Outcomes

Attach Files

Codes/Dates

Fields marked with * are required

Institution Outcome Map

1. Personal, Academic, and Professional Development

☐ a. Recognize, assess, and demonstrate the skills and behaviors that promote academic and professional development

☐ b. Recognize, assess, and demonstrate the skills and behaviors that promote professional development

☐ c. Demonstrate the professional skills necessary for successful employment

2. Critical Thinking and Communication

☐ a. Analyze and evaluate their own thinking processes and those of others

☐ b. Communicate effectively in a clear, ethical, and professional manner

3. Scientific and Environmental Understanding

☐ a. Draw conclusions based on the scientific method, computations or experimental and observational evidence

☐ b. Construct and evaluate symbolic systems

16 Click "Launch" or leave in draft form to return to later

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10

Create Proposal

ENGLISH - Associate in Arts for Transfer

Remaining Launch Requirements: 0

Launch

Delete Draft

Program Information

» Cuesta CurrIQnet Meta Help Page for help, instructions, and tutorials: cuesta.edu/meta/docs/Help_Documents.pdf

ENGLISH

English

English

(ENGL) English