


The “All Compare Report” should be used after all changes have been made and before you prelaunch the proposal. It should be looked at again before you launch the course to be sure that all changes requested by reviewers have been reflected in the changes.

1. When logged into CurricUNET click on Courses under Build.
2. Right click (if your computer allows that options) on the  icon to open the “All Compare Report” in a new window. This allows you to view the report in one window and the cover page of the course in another window at the same time (which makes it easier to catch all of the changes.) The report will show the changes in red with cross outs to indicate what was removed and green text highlight for what was added.
3. It is a good idea to review the “All Compare Report” to make sure that all changes you want have been entered, that no areas were not completed, or that you have not made changes to the course that you did not intend, such as removing disciplines that you did not want removed and codes page changes.
4. There are some areas that will be crossed out or highlighted on the report but are not changes in the course and will not need to be entered. Areas that do not get entered as changes are:
 - Proposal Type - automatically set when you copy the course
 - Division - determined by departments
 - Proposed for - specific to this proposal
 - Effective Date - specific to this proposal – Summer 2013 for proposals completing the process at this time
 - How Course is Being Changed - reflects the check boxes selected
 - Change Text - reflects the text you entered in the text box
 - Originator - automatically set when you copy the course
 - Previous Course - automatically set when you copy the course
 - Course Status - automatically set when you copy the course
5. As you scroll down the AC report click on the appropriate boxes on the cover page of your proposal

How Course is Being Changed	<input type="checkbox"/> Advisory added. <input type="checkbox"/> Advisory removed. <input type="checkbox"/> Advisory revised. <input type="checkbox"/> Catalog description updated. <input type="checkbox"/> Challenge rationale revised. <input type="checkbox"/> Challenge rationale added. <input type="checkbox"/> Comparable courses updated. <input type="checkbox"/> Corequisite added. <input type="checkbox"/> Corequisite removed. <input type="checkbox"/> Corequisite revision. <input type="checkbox"/> Corequisite validation. <input type="checkbox"/> Course department changed. <input type="checkbox"/> Course goals revised (less than 20%). <input type="checkbox"/> Course goals revised (more than 20%). <input type="checkbox"/> Course number changed. <input type="checkbox"/> Course objectives revised (less than 20%). <input type="checkbox"/> Course objectives revised (more than 20%). <input type="checkbox"/> Discipline(s) added/removed. <input type="checkbox"/> Distance education added as method of instruction. <input type="checkbox"/> Distance education information updated. <input type="checkbox"/> Distance education method of instruction removed. <input type="checkbox"/> Entry skill revised. <input type="checkbox"/> Entry skill added. <input type="checkbox"/> Entry skill removed. <input type="checkbox"/> Fees. <input type="checkbox"/> Grade Option Changed. <input type="checkbox"/> Instructor lab hours/units decreased. <input type="checkbox"/> Instructor lab hours/units increased. <input type="checkbox"/> Instructor lecture hours/units decreased. <input type="checkbox"/> Instructor lecture hours/units increased. <input type="checkbox"/> Instructor units updated to current ratio.
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BASIC COURSE INFORMATION	
Cover Page	
Department/ Subject Area	RTV
Course Number	022
Disciplines	BROAD-Broadcasting MASCOMM-Mass Communications
Proposed Type	Course Revision (Minor)
Division	Arts and Communication Division
Cross Listing Courses	
Course Title	Techniques of Video Production
Transcript Title	Techniques of Video Prod
Course Description	This course is designed to provide intermediate television video production skills intended for the student seeking employment in the television, editing, video production, and multimedia industries. Emphasis on theory and practice in television video production including planning, writing, producing, staging, and directing interviews, commercials, public service announcements, dramatic pieces, multimedia, and other program segments. Special emphasis will be placed on non-linear video editing techniques. (CSU)

6. If you do not find the change you made on the list of check boxes, enter it in the text box at the bottom. This box is also where you will provide detailed information on some of the major changes that are made to a course. This includes:

- Any changes to advisories/co-requisites/requisites (e.g., Advisory BUS 001 removed)
- Title changes - in from/to language (e.g., Title changed from Jazz Dance to Jazz Dance I)
- Course number changes - in from/to language (e.g., Course number changed from Dance 012 to DANCE 012A)
- Changes in disciplines – add or remove (e.g., Discipline of CIS added)
- Unit changes – explain all changes in detail (e.g., Faculty and student lecture hours/units increased from 0 to 2; Faculty and student lab hours decreased from 3 to 2; Student Lab units decreased from 1 to .50; faculty lab units decreased from 2.0 to 1.6; total student units increased from 1 to 2.5.) When faculty lab units show that they were updated to the current ratio (no other unit/hours changes are highlighted on the description page) - select "Instructor lab units updated to current ratio" check box from the list of changes on the cover page – this is not a unit change.

Other	
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