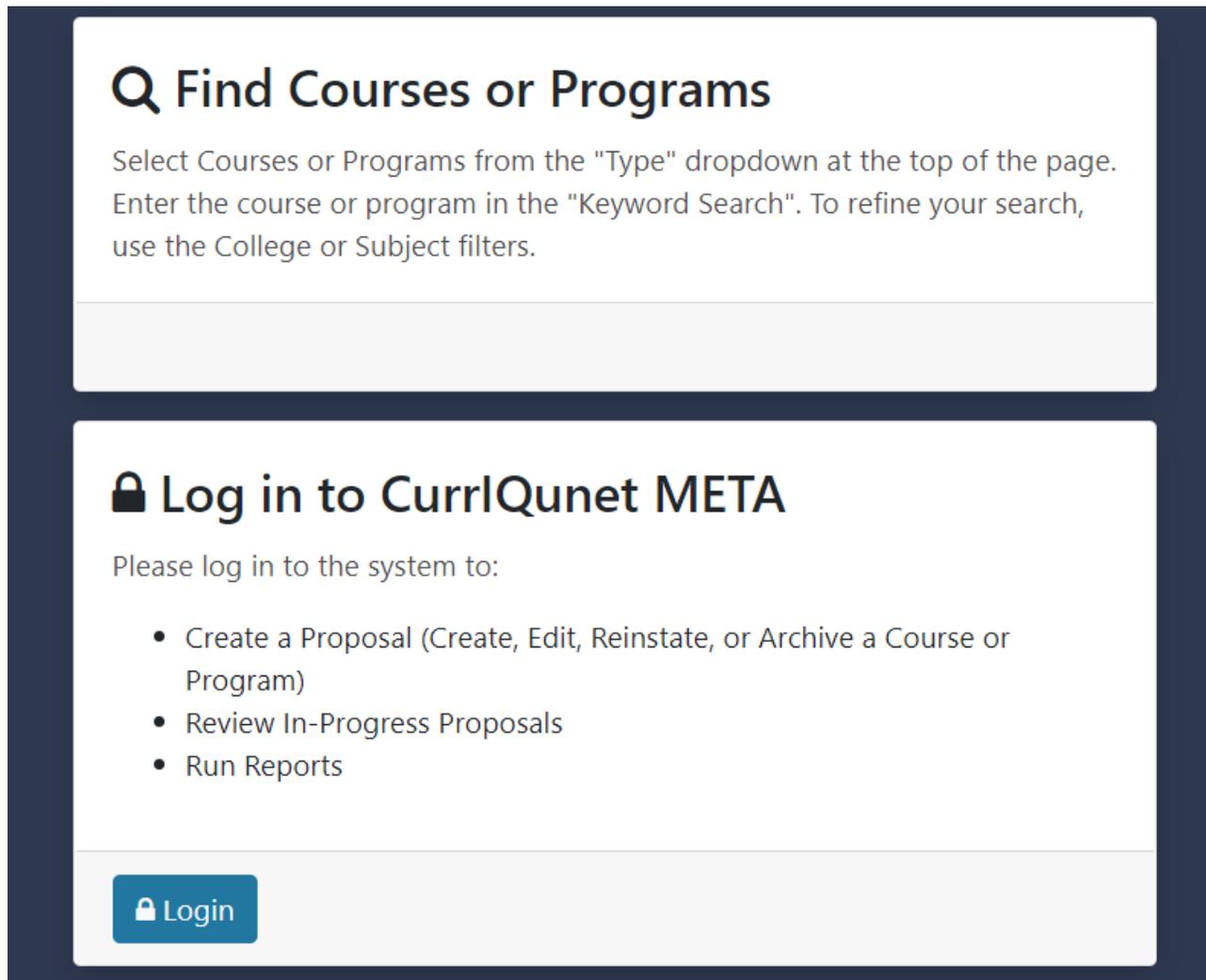


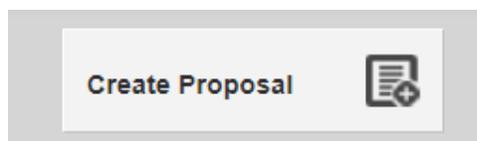
How to Create a Course Deletion in META:

Once you click on the META link, you will see the login that uses the same single sign-on login as Canvas and email:



The screenshot displays the META system interface. At the top, there is a search section titled "Find Courses or Programs" with a magnifying glass icon. Below the title, instructions state: "Select Courses or Programs from the 'Type' dropdown at the top of the page. Enter the course or program in the 'Keyword Search'. To refine your search, use the College or Subject filters." Below this is a light gray input area. The second section is titled "Log in to CurrlQunet META" with a lock icon. It says "Please log in to the system to:" followed by a bulleted list of actions: "Create a Proposal (Create, Edit, Reinstate, or Archive a Course or Program)", "Review In-Progress Proposals", and "Run Reports". At the bottom left of this section is a blue button with a lock icon and the text "Login".

Once you are logged in, you will click on the "Create Proposal" button on the upper right side of the screen



Then, select "Saddleback- Course Deletion" from the drop down and click "Next."

Create Proposal

This page allows you to initiate a draft proposal.

Once completed, the proposal can be submitted (or launched) for review. While under review, changes to a proposal are only allowed when requested by a reviewer.

To create a proposal, follow the steps below.

1. Select Proposal Type

2. Complete Proposal Requirements

3. Review and Submit

Proposal Type

Select a proposal type

Courses

Saddleback - Add Distance Education Addendum

Saddleback - Course Deletion

Saddleback - Course Modification

Saddleback - Course Reactivation

On the next screen, click "Find Proposal" and Next.

Proposal Requirements

Saddleback - Course Deletion

Use "Find Proposal" to search the proposal you want to update.

Reactivation Proposal

Find Proposal

Source:

Previous

Next

Create Proposal

Enter the prefix and number into the Keyword Search box and press Search.

Search Proposals

Select one or more subjects or enter keywords and click search.
Keyword filters are applied to the title, subject, course number and institution. Keywords separated by a comma are treated as distinct search terms and will return all records containing all terms.
(Ex. **English, 300** will return all records with both **English** and **300**. **English 300** will return only those records where the exact phrase is matched in the search).

Subject Filter: Keyword Search:

Institution	Subject	Course #	Title	Status
No data to display				

Navigation:

From the list, find the course for which you wish to create a deletion. Click on it to highlight it blue and then click Select Proposal.

Search Proposals

Select one or more subjects or enter keywords and click search.
Keyword filters are applied to the title, subject, course number and institution. Keywords separated by a comma are treated as distinct search terms and will return all records containing all terms.
(Ex. **English, 300** will return all records with both **English** and **300**. **English 300** will return only those records where the exact phrase is matched in the search).

Subject Filter:

Institution	Subject	Course #	Title	Status
Saddleback	ENG	70	ENG 70 - CRITICAL THINKING, READING, AND WRITING	Active (F...

Navigation:

On the next screen, check to make sure that you have found the correct course and have selected Course Deletion. If it looks correct, click "Next."

Proposal Requirements

Saddleback - Course Deletion

Use "Find Proposal" to search the proposal you want to update.

Reactivation Proposal

Find Proposal Source: ENG 70 - CRITICAL THINKING, READING, AND WRITING

Previous Next Create Proposal

Again, double-check that it's the correct course, if so, click "Create Proposal."

Proposal Summary

Please review the proposal details below. If you need to make changes, click on any of the previous steps to modify the proposal.

Saddleback - Course Deletion

Course: ENG 70 - CRITICAL THINKING, READING, AND WRITING

If this is correct, press Create Proposal.

Previous Next Create Proposal

The cover screen is simple and you really just need to put in the justification for deleting the course, then click "Launch" in the upper right corner. This sends the course forward. If you are the Dept Chair, you will also need to approve the deletion as the Dept Chair once it gets to that queue.