

SCC Socrates Handbook

Navigating SOCRATES (System for
Online Curriculum Review and
Technological Education Support)

by Virginia May

This Handbook is a “companion” to the SCC Curriculum Handbook, and will provide with you with step-by-step instructions on how to develop a new course in SOCRATES. In addition, there will be some instruction to Revise an Existing Course. Instruction to Create a New Program, and Revise an Existing Program, will follow later, along with details on Distance Education, Multiple Topics, and Changing Course Titles/Unit Values. Should you have any problems or questions, always feel free to contact your area representative on the curriculum committee, or the Faculty Co-Chair of the Curriculum Committee.

What does a curriculum proposal look like?

First of all, to access SOCRATES, go the SCC website, and click on Faculty/Staff. Then look for the Intranet and click on it. After signing in, you can go into SOCRATES and click on Curriculum Views. Then select a discipline and start looking. Take a few minutes to familiarize yourself with course outlines in SOCRATES.

New Course

When writing a **New Course**, you will encounter the following sections in the course outline:

Curriculum Cycle Information

This area is automatically generated by Socrates after you choose your course designator, number, and title. You cannot change any information in this section, unless of course, you start all over again.

Submission Information

The only item here that is not automatically generated is the Explanation. You can change this at any time, through 2nd Reading Status. This section will not show up on the course outline after the course goes to Catalog Status.

Basic Course Information

The faculty developer must complete each of the following subsections in this section: Prerequisite, Corequisite, Advisory, Units, Hours, and Description.

Learning Outcomes and Objectives

At SCC, we generally include Student Learning Outcomes, and not Objectives. When completing this section in the Course Outline of Record, note that each bulleted item is the continuation of a complete sentence. So, each should start with a lowercase letter, and end with a period.

Course Topics

This area details topics covered and time spent on each topic. Also included in this section are in-class exam/assessment time, and review time.

Instructional Delivery Modalities

There are five types listed in SOCRATES:
In-Person, Hybrid (Online and In-Person),
Online, TV, Interactive TV.

Instruction Methods and Inclass Activities

The faculty developer must complete this section.

Typical Homework Assignments

The faculty developer must complete this section.

Evaluation and Assessment Methods

The faculty developer must complete this section.

Allocation of Instructional Time (Distance Education)

The faculty developer must complete each requested modality of this section, if Distance Education has been selected.

Regular Instructional Contact

(Distance Education)

The faculty developer must complete each requested modality of this section, if Distance Education has been selected.

Representative List of Textbooks

The UC schools want to see texts that are no more than 5-years old, unless the text is a classic.

Additional Course Information

Prerequisite Justification

This section will be completed automatically, unless a “Special Prerequisite” was used. In that case, the curriculum developer will need to “embed” the prerequisite course when prompted, and then select the appropriate Student Learning Outcomes from the menu, when prompted.

Corequisite Justification

This section will be completed automatically, unless a “Special Corequisite” was used. In that case, the curriculum developer will need to “embed” the corequisite course when prompted, and then select the appropriate Student Learning Outcomes from the menu, when prompted.

Advisory Justification

This section will be completed automatically, unless a “Advisory” was used. In that case, the curriculum developer will need to “embed” the advisory course when prompted, and then select the appropriate Student Learning Outcomes from the menu, when prompted.

Relationship to College Programs

The faculty developer must complete this section.

Relationship to Transfer Institutions

The faculty developer must complete this section.

Feasibility

The faculty developer must complete this section.

Digital Signatures

These signature requests are automatically sent to the appropriate faculty and administrators by SOCRATES by the time the curriculum proposal reaches Technical Review Status. All four colleges have agreed that not submitting a digital signature request implies consent. In addition, one can submit a digital signature with comments should there be commendations or concerns.

SOCRATES

What is it, and how do I use it?

SOCRATES is a curriculum management system written by Phil Smith, Ph.D. from ARC. SOCRATES stands for System for Online Curriculum Review and Technological Education Support.

To get to SOCRATES -

Log into the Intranet; this is where you submit grades.

You should see this: If so, click on SOCRATES Curriculum Services, and then Go to Service.

Intranet Services [Logout](#)

Online Grade Reporting and Class Rosters	Incomplete Grade Report
Faculty Web Page Generator	D2L Faculty Request Interface
SOCRATES Curriculum Services	Course Number Converter
Course Renumbering Information	Change Intranet Password

[Go to Service](#)

Most of you will have this screen.
Click on Curriculum Developer.



SOCRATES Home: Views

[Logout](#)

jump to: [navigation tabs](#) | [view options](#) | [recent courses](#) | [recent programs](#)

Curriculum Views

[Curriculum Developer](#)

[Signature Requests](#)

[Preferences](#)

View Options:

- Courses (Current and Proposed)
- Agendas
- Reports

- Programs (Current and Proposed)
- Discipline Contacts: FacultyList
- Discipline Contacts: Dean List

[Continue >>](#)

Note:

If you have already started revising a course or program, or have started writing a new course or program, you would click on the options under “*Continue Working on a Proposal:*”

We are going to see how to Create a New Course. You will follow similar paths to Revise an Existing Course.

Under Begin a Curriculum Proposal, click on Create a New Course, and then click on Continue, shown at the bottom.

SOCRATES Home: Developer Logout

jump to: [navigation tabs](#) | [continue proposal](#) | [begin proposal](#)

[Curriculum Views](#) **Curriculum Developer** [Signature Requests](#) [Preferences](#)

[Return to Services](#)

Continue Working on a Proposal:

[My Course Proposals](#) [My Program Proposals](#)

[Continue >>](#)

Begin a Curriculum Proposal:

<input type="checkbox"/> Revise an Existing Course	<input type="checkbox"/> Revise an Existing Program
<input type="checkbox"/> Create a New Course	<input type="checkbox"/> Create a New Program
<input type="checkbox"/> Delete an Existing Course	<input type="checkbox"/> Delete an Existing Program
<input type="checkbox"/> Initiate an Experimental Course Offering	

[Continue >>](#)

You will see this next.



[Return to Services](#)

Create a New Course

[Logout](#)

Choose a Subject

Please choose a subject for the new course you are writing:

Accounting (ACCT)

[SOCRATES Home](#)

[Save / Next >>](#)

Choose your subject, and Click Save/Next.



[Return to Services](#)

·
·
·

Create a New Course

[Logout](#)

Choose a Subject

Please choose a subject for the new course you are writing:

Temporary [For Practice Only] (TEMP)

[SOCRATES Home](#)

[Save / Next >>](#)

Choose a Thematic Block, and click Save/Next.
Type in your desired course number, as seen below. Click
Save/Next.



[Return to Services](#)

Create a New Course

Logout

Select Thematic Block and Course Number

Please select an available course number from the thematic block below:

Course Identifier: TEMP 382

SOCRATES Home

Save / Next >>

TEMP Department

Type in a Course Title.



[Return to Services](#)

[SOCRATES Home](#)

Create a New Course

[Logout](#)

Choose a Course Title

Please enter a title for this *New to District* course proposal:

Course Identifier: TEMP 362

Course Title:

(Note: Course title cannot exceed 100 characters.)

[Save / Next >>](#)

You should see the following, then click Save/Next.



[Return to Services](#)

·
·
·

[SOCRATES Home](#)

Create a New Course

[Logout](#)

Choose a Course Title

Please enter a title for this *New to District* course proposal:

Course Identifier: TEMP 362

Course Title:

(Note: Course title cannot exceed 100 characters.)

[Save / Next >>](#)

Use the Spell Check. If this is what you want, click on Save/Next.



[Return to Services](#)

[SOCRATES Home](#)

Create a New Course

[Logout](#)

Give Units and Catalog Description

Please enter the desired number of units and course description:

Course Identifier: TEMP 362

Course Title: Create a New Course

Proposed Units: Fixed: or


Variable:

Proposed SCC Catalog Description:

In this course, the student will learn to write a New Course In!

[Save/Next](#)

If this is what you want, click Save/Next.
If this is NOT what you want, click on BACK, and edit.
Then click continue.



[Return to Services](#)

[SOCRATES Home](#)

[Logout](#)

Create a New Course

Verify New Course Information

Please verify the course information below:

Course Identifier:	TEMP 362
Course Title:	Create a New Course
Units:	<input type="text" value="3"/>
Catalog Description:	<input type="text" value="In this course, the student will learn to write a New Course In"/>
Type:	New to District
Status:	Draft

[Save/Next](#)

Now, click on Continue Outline.



[Return to Services](#)

[SOCRATES Home](#)

Create a New Course

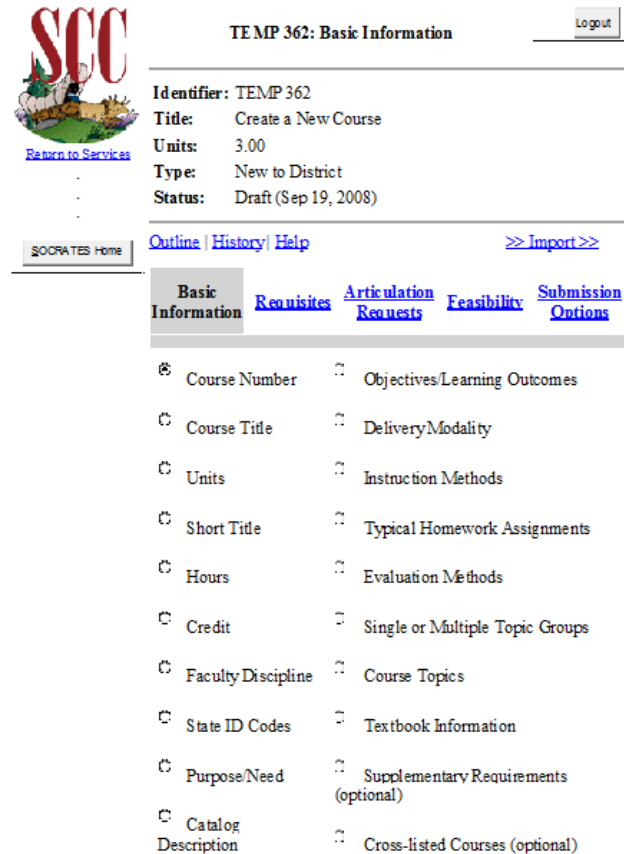
[Logout](#)

New Course Information Submitted

Course Identifier:	TEMP 362
Course Title:	Create a New Course
Units:	3
Catalog Description:	In this course, the student will learn to write a New Course in the curriculum management system, Socrates.
Type:	New to District
Status:	Draft

[Continue Outline >>](#)

Click on Course Outline. You may click on one of the tabs, if you prefer. It really does not matter. The important thing for you to remember is that you will not ruin anything if you make a mistake.



The screenshot shows the SOCRATES system interface for a course titled "TEMP 362: Basic Information". The page includes a logo for SOCRATES (Southwest Oregon Community College) on the left, a "Logout" button in the top right, and a "Return to Services" link. The course details are as follows:

- Identifier: TEMP 362
- Title: Create a New Course
- Units: 3.00
- Type: New to District
- Status: Draft (Sep 19, 2008)

Navigation links include "Outline | History | Help" and ">> Import >>". A tabbed interface is shown with "Basic Information" selected, and other tabs include "Requisites", "Articulation Requests", "Feasibility", and "Submission Options". Below the tabs is a list of course fields with expandable icons:

- Course Number :: Objectives/Learning Outcomes
- Course Title :: Delivery/Modality
- Units :: Instruction Methods
- Short Title :: Typical Homework Assignments
- Hours :: Evaluation Methods
- Credit :: Single or Multiple Topic Groups
- Faculty Discipline :: Course Topics
- State ID Codes :: Textbook Information
- Purpose/Need :: Supplementary Requirements (optional)
- Catalog Description :: Cross-listed Courses (optional)

Now, click on Complete Section at the bottom.

[Complete Section >](#)

Taking a Break

If you need to break, it is fine. SOCRATES will make you “sign in again” every 2-hours. When you come back, click on SOCRATES, then go to Curriculum Developer. You will see the screen below.

You will see the screen below. This time, you would click on My Course Proposals and the first Continue box.

SOCRATES Home: Developer Logout

jump to: [navigation tabs](#) | [continue proposal](#) | [begin proposal](#)

[Curriculum Views](#) **Curriculum Developer** [Signature Requests](#) [Preferences](#)

[Return to Services](#)


Continue Working on a Proposal:

My Course Proposals **My Program Proposals**

Edit a Curriculum Proposal:

<input type="radio"/> Revise an Existing Course	<input type="radio"/> Revise an Existing Program
<input type="radio"/> Create a New Course	<input type="radio"/> Create a New Program
<input type="radio"/> Delete an Existing Course	<input type="radio"/> Delete an Existing Program
<input type="radio"/> Initiate an Experimental Course Offering	

Click on TEMP 362, and then Open Course Proposal. Notice that there there may be other course proposals at various Status.



[Return to Services](#)

SOCRATES Developer: My Course Proposals [Logout](#)

jump to: [navigation tabs](#) | [continue proposal](#)

[Curriculum Views](#) **Curriculum Developer** [Signature Requests](#) [Preferences](#)

[SOCRATES Home](#)

My Current Courses

Continue Development on a Previous Course Proposal:

Identifier	Course Title	Type	Status
MATH 300	Introduction to Mathematical Ideas	Revision	2nd Reading
MATH 310	Mathematical Discovery	Revision	Tech Review
TEMP 362	Create a New Course	New to District	Draft

[Open Course Proposal >>](#)

You will see this next.

TEMP 362: Basic Information

Logout

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)

[>> Import >>](#)

Basic Information

[Requisites](#)

[Articulation Requests](#)

[Feasibility](#)

[Submission Options](#)

- | | |
|--|--|
| <input type="checkbox"/> Course Number | <input type="checkbox"/> Objectives/Learning Outcomes |
| <input type="checkbox"/> Course Title | <input type="checkbox"/> Delivery Modality |
| <input type="checkbox"/> Units | <input type="checkbox"/> Instruction Methods |
| <input type="checkbox"/> Short Title | <input type="checkbox"/> Typical Homework Assignments |
| <input type="checkbox"/> Hours | <input type="checkbox"/> Evaluation Methods |
| <input type="checkbox"/> Credit | <input type="checkbox"/> Single or Multiple Topic Groups |
| <input type="checkbox"/> Faculty/Discipline | <input type="checkbox"/> Course Topics |
| <input type="checkbox"/> State ID Codes | <input type="checkbox"/> Textbook Information |
| <input type="checkbox"/> Purpose/Need | <input type="checkbox"/> Supplementary Requirements (optional) |
| <input type="checkbox"/> Catalog Description | <input type="checkbox"/> Cross-listed Courses (optional) |

You have several options.

If you are writing a completely new course or revising a course, click on “[Outline](#)”. If you want to copy a course already in SOCRATES, click on “[>>Import>>](#)”. At this point, you might be able to figure out how to import a course.

So, click on “[Outline](#)”. You will see the actual Course Outline.

Shown here are just the first two sections. Notice that the Explanation is blank. Put your cursor over the word, “Explanation:” It will make a “green lantern/highlight” effect. Click on it.

Course Outline
Sacramento City College
Los Rios Community College District

Section 1: Curriculum Cycle Information

Course: TEMP 362: Create a New Course
Proposal Type: New to District
Faculty Initiator: Alexander May
Outline Status: Draft
Last Full Review:
Last Curriculum Action: Sep 19, 2008
Official: No

Section 2: Submission Information

Proposal: *To add a course to the SCC catalog that is **not** currently offered by any Los Rios college.*

Explanation:

Now type in the Explanation. This is also shared with the Board of Trustees!

Proposal

To add a course to the catalog that is not currently offered by any Los Rios college.

Explanation

Please explain the curriculum proposal described above. This explanation is shared with the department chair/designee, the division dean, curriculum committee members, and subject matter contacts at the other colleges.

A large, empty text input field with a scroll bar on the right side. The field is rectangular and occupies the lower half of the form area. The scroll bar is visible on the right edge, and there are small navigation icons at the bottom corners of the field.

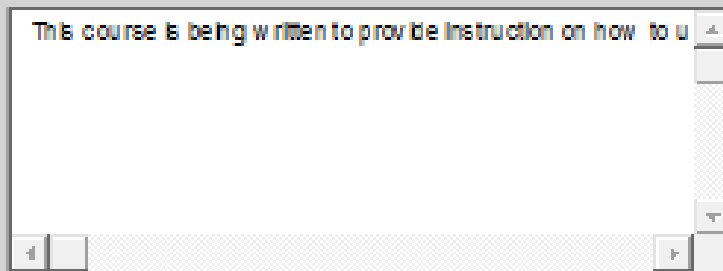
After completing this section as shown below, click on Save/Next.

Proposal

To add a course to the catalog that is [not](#) currently offered by any Los Rios college.

Explanation

Please explain the curriculum proposal described above. This explanation is shared with the department chair/designee, the division dean, curriculum committee members, and subject matter contacts at the other colleges.



This course is being written to provide instruction on how to u

The image shows a screenshot of a web form. It features a text input area with a light gray background and a thin border. The text "This course is being written to provide instruction on how to u" is visible at the top of the input area. To the right of the text, there is a small downward-pointing arrow icon. Below the text input area, there are four small square buttons arranged in a 2x2 grid. The top-left button contains a left-pointing arrow, the top-right button contains a right-pointing arrow, the bottom-left button contains a left-pointing arrow, and the bottom-right button contains a right-pointing arrow. The entire form is set against a light gray background.

If this is what you want, click on Return to Outline>>. If not, click on <<Back and make edits, repeating this process.

Explanation: Verify and Continue

Logout

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)

Proposal

*To add a course to the SCC catalog that is **not** currently offered by any Los Rios college.*

Explanation

This course is being written to provide instruction on how to use SOCRATES.

<< Back

Return to Outline >>

How many edits can I make?

You can edit most sections at any time while the course is in the curriculum process at the college. That would be Draft Status up through 2nd Reading Status.

Notice that the Hours are blank. Place your cursor over the word, “Hours:”, and click.

Section 3: Basic Course Information

Identifier: TEMP 362

Title: Create a New Course

Units: 3.00

Prerequisite: None.

Hours:

Description: In this course, the student will learn to write a New Course in the curriculum management system, Socrates.

[Courses embedded in catalog description: None.]

Please enter the overall contact hours for the lecture and laboratory. At this time, we are not using the TBA hours.

Hours: Input Form

Logout

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)

Overall Contact Hours

Lecture:

Lab:

TBA:

Save / Next >>

How many hours should there be?

Make note:

One unit of Lecture must have 18 hours.

One unit of Lab must have 54 hours.

That is,

18 hours = 1 Lecture unit

54 hours = 1 Lab unit

Let's make this course have 2 units of Lecture and 1 unit of Lab.

Enter 36 in Lecture: and 54 in Lab:

Please enter the overall contact hours for the lecture,
laboratory and TBA portions of the course.
Then click on Save/Next.

Hours: Input Form

Logout

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)

Overall Contact Hours

Lecture:

Lab:

TBA:

Save / Next >>

Please verify the hours of instruction. If incorrect, press the back button to edit them. If correct, click Save/Next.

Hours: Verify and Continue

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)

Overall Contact Hours	
Lecture:	36.00
Lab:	54.00
TBA:	0.00
Total:	90.00

You will come to this screen next.

Credit: Input Form

Logout

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)

Units of credit: 3.00
Taken for credit up to: times
Type of credit:

Save / Next >>

Since this course has a Lecture Component, it may be taken 1 time for credit, in most cases.

Let's just make this a Pass/No Pass Only Type of Credit.
Click Save/Next.

Credit: Input Form

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)

Units of credit: 3.00

Taken for credit up to: **times**

Type of credit:

Verify the credit information for this course. If incorrect, press the back button to edit. If correct, click Save/Next.

Credit: Verify and Continue

Logout

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)

Units of credit:	3.00
Taken for credit up to:	1 time
Type of credit:	Pass/No Pass Only

Top of Form Top of Form

<< Back

Save / Next >>

Now, you must select a Faculty Discipline. There are rules regarding which discipline can teach which courses. If you are unsure, check with your division dean. Select the appropriate discipline(s) for faculty who will teach this course. After making your selection(s) click the **DONE** option and press the **Next** button.

Faculty Discipline: Input Form

[Logout](#)

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)

Select a Faculty Discipline:

[Save / Next >>](#)

By the way . . .

I've selected DONE since there is no faculty discipline for curriculum. Later, I may make up something.

Click Save/Next.

Please verify the faculty disciplines below. If incorrect, press the back button and edit the list of faculty disciplines.

There are none, which is what I wanted. Remember, when you are writing your course, you **MUST** select at least one.

Click Save/Next.

Enter the Taxonomy of Programs (TOP) code and the Student Accountability Model (SAM) code for this course.

State Identifiers: Input Form

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)

TOP Code:	<input type="text" value="Select"/>
SAM Code:	<input type="text" value="Select"/>
Course Classification:	<input type="text" value="Select"/>
<input type="button" value="Enter/Edit State Identifiers"/>	

Bottom of Form

TOP and SAM Codes for Related Courses:

Course	Title	TOP Code	SAMCode
--------	-------	----------	---------

TOP and SAM codes????

If you do not know TOP and SAM codes, you can click on Search TOP Code Database for ideas. You may inquire at the Office of Instruction and complete this part later, and/or receive help during the Tech Review meeting. So, click on [Outline](#), at the top.

Place your cursor over Section 4: Learning Outcomes and Objectives and click.

[Section 4: Learning Outcomes and Objectives](#)

Upon completion of this course, the student will be able to:

Objectives/Learning Outcomes: Input Form

Logout

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)

Please enter the learning outcomes for this course.

Upon completion of this course, the student will be able to:

Now you can enter the Student Learning Outcomes. At SCC, we do not need to include the Objectives.

Order	Objective
1	write a new to college or new to district course out
	revise an existing course outline.
3	write a new to college of new to district program.

Add More Done

I want to add a few more SLOs, so I clicked on Add More, then must click on Save/Next.

The screenshot shows a vertical list of three SLO entry fields. Each field has a dropdown menu on the left and a text input area on the right. The first field has the number '4' in the dropdown and the text 'revise an existing program.' in the input area. The second field has the number '5' in the dropdown and the text 'demonstrate an understanding of the curriculum pro' in the input area. The third field has the number '6' in the dropdown and is currently empty. Below the list is a button with a circular arrow icon and the text 'Add More', and a button with a square icon and the text 'Done'. At the bottom is a button with the text 'Save / Next >>'.

That looks good, so let's click on Save/Next. Notice that each outcome is the continuation of a sentence that started, "*Upon completion of this course, the student will be able to*". So, begin each outcome with a lowercase letter, and end each with a period.

If this is what you want, click on Save/Next (at the very bottom). Remember, that you can always go back and edit while the outline is in the curriculum process at the college.

Objectives/Learning Outcomes: Verify and Continue Logout

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)

Please verify the objectives/learning outcomes below. If incorrect, press the back button and edit the list of objectives/learning outcomes.

Upon completion of this course, the student will be able to:

1. write a new to college or new to district course outline.
2. revise an existing course outline.
3. write a new to college of new to district program.
4. revise an existing program.
5. demonstrate an understanding of the curriculum process at SCC.

You will also see this. Consider it an FYI.

<i>Percentage of Critical Thinking Verbs (Evaluation, Synthesis, Analysis):</i>	40.0% (2 / 5)
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Bloom's Taxonomy Scan of Objectives/Learning Outcomes		
<i>Evaluation</i>	40.0%	appraise, approve, assess, choose, conclude, confirm, criticize, critique, deduce, diagnose, estimate, evaluate, judge, justify, measure, prioritize, prove, rank, rate, recommend, research, resolve, revise , score, support, validate
<i>Synthesis</i>	0.0%	arrange, assemble, build, collect, combine, compile, compose, conceive, concoct, construct, contrive, create, design, devise, discover, draft, formulate, generalize, generate, hypothesize, incorporate, integrate, invent, make, manage, originate, organize, plan, predict, propose, produce, reorder, reorganize, set up, structure, synthesize, systematize
<i>Analysis</i>	0.0%	analyze, audit, calculate, categorize, certify, classify, compare, contrast, correlate, debate, defend, detect, differentiate, discriminate, distinguish, examine, experiment, infer, inspect, inventory, investigate, question, reason, separate, solve, survey, test, uncover, verify
<i>Application</i>	20.0%	adapt, apply, catalogue, chart, compute, consolidate, demonstrate , develop, dramatize, employ, exhibit, extend, extrapolate, illustrate, infer, interpolate, interpret, interview, manipulate, modify, operate, order, practice, prepare, produce, relate, schedule, show, simulate, sketch, submit, tabulate, transcribe, use, utilize
<i>Comprehension</i>	0.0%	associate, clarify, convert, describe, diagram, draw, discuss, explain, express, identify, locate, outline, paraphrase, recognize, report, restate, review, specify, sort, summarize, tell, transfer, translate
<i>Knowledge</i>	40.0%	cite, define, enumerate, label, list, match, name, recall, record, recount, repeat, select, state, write

Next, you may indicate if the distance education delivery modality may also be used for this course.
Click Save/Next.

[Logout](#)

Delivery Modality: Input Form

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)

<input type="checkbox"/>	In-Person Modality:	Students and professors meet together <i>in person</i> in classrooms and labs.
<input type="checkbox"/>	Distance Education Modality:	Students and professors interact regularly with one another <i>at a distance</i> . Communication occurs via the Internet, television, video conferencing, or other distance education technologies.

I have marked in In-Person Modality only. If you were to select Distance Ed, there would be 4 options in which you can choose as many as you like. Click Save/Next.

[Logout](#)

Delivery Modality: Verify and Continue

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)

Please verify the delivery modalities listed below. If the list is incorrect, press the back button to edit it.

DELIVERY MODALITY SUMMARY

This course may be taught with the following delivery modality(ies):

In-Person Modality:	Students and professors meet together in person in classrooms and labs.
----------------------------	---

[<< Back](#) | [Save / Next >>](#)

Instruction methods apply for all instructors of the course.
Make sure that there is departmental agreement.

Instruction Methods: Input Form

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)

Instruction Methods and Inclass Activities:

Enter the Instruction methods. Mine are quite terse – a minimum level of acceptable. Click Save/Next.

Instruction Methods: Input Form

[Logout](#)

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)

Instruction Methods and Inclass Activities:

Lecture, discussion, group work, exams, quizzes, class pres

[Save / Next >>](#)

Punctuation

I did not put a “period” at the end, because this is not a complete sentence. I could make it a complete sentence and then include the “period”. The only reason why it matters is that other institutions (especially transfer institutions) may read this course outline. Complete sentences are generally nicer, but not necessary.

If this is what you want, click Save/Next.

Instruction Methods: Verify and Continue

Logout

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)

Please verify the methods of instruction. If incorrect, press the back button to edit them.

Instruction Methods and Inclass Activities:

Lecture, discussion, group work, exams, quizzes, class presentations, and demonstrations

<< Back

Save / Next >>

Now it is time to describe typical homework assignments.

[Logout](#)

Typical Homework Assignments: Input Form

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

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Typical Homework Assignments:

[Save / Next >>](#)

If possible, give an example. If your class is a lab class with no lecture component, there may not be homework. A Lecture unit is 1 classroom hour and 2 out-of-classroom hours. A Lab unit is 3 classroom hours. Click Save/Next.

Typical Homework Assignments: Input Form

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

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Typical Homework Assignments:

Example: Add Distance Education Modalities to an existing cou

If this is what you want, click Save/Next. If not, click Back and edit making sure that you click Save/Next each time you move to the next step.

Typical Homework Assignments: Verify and Continue

[Logout](#)

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

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Please verify the description of typical homework assignments. If incorrect, press the back button to edit.

Typical Homework Assignments:

Example: Add Distance Education Modalities to an existing course outline.

[<< Back](#)

[Save / Next >>](#)

Remember that this area must work for all instructors, according to departmental agreements. Type in the Evaluation and Assessment Methods.

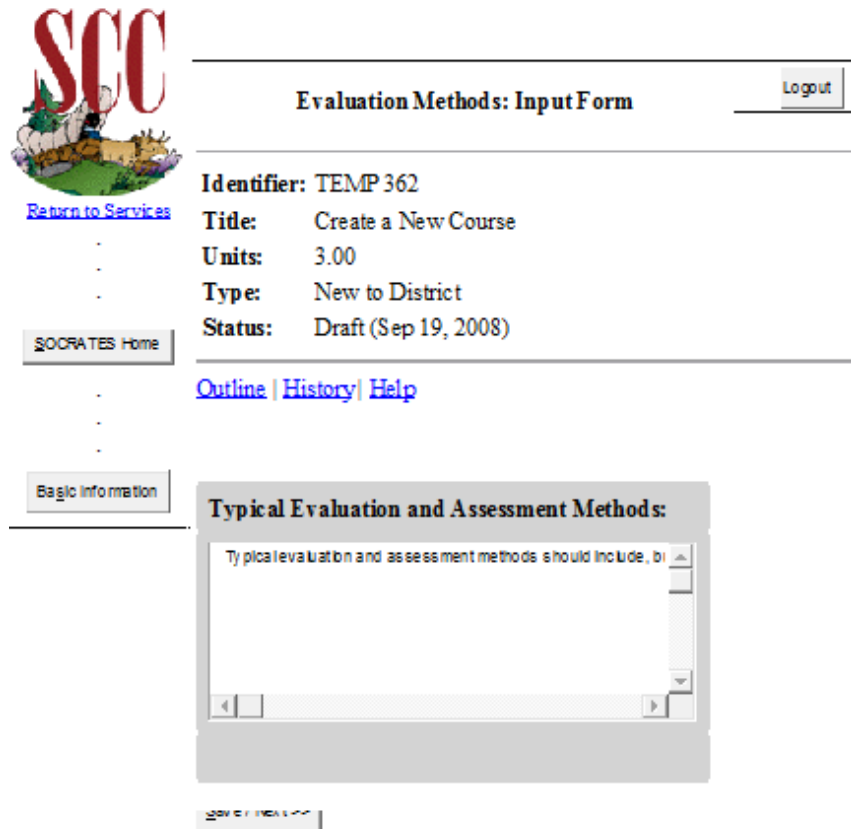
Evaluation Methods: Input Form

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)


Typical Evaluation and Assessment Methods:

Repeat analogous processes to complete Evaluation and Assessment Methods as done for Instruction Methods, etc.



The screenshot shows a web application interface. On the left side, there is a logo for 'SOC' (Southwest Ohio College) featuring a stylized figure and the letters 'SOC' in red. Below the logo is a blue link labeled 'Return to Services'. Further down, there are three vertical dots and a button labeled 'SOCRATES Home'. Below that are another three vertical dots and a button labeled 'Basic Information'. The main content area is titled 'Evaluation Methods: Input Form' and includes a 'Logout' button in the top right corner. Below the title, the following information is displayed: 'Identifier: TEMP 362', 'Title: Create a New Course', 'Units: 3.00', 'Type: New to District', and 'Status: Draft (Sep 19, 2008)'. Below this information are three blue links: 'Outline | History | Help'. At the bottom of the main content area, there is a section titled 'Typical Evaluation and Assessment Methods:' followed by a text area containing the text 'Typical evaluation and assessment methods should include, b)'. At the very bottom of the page, there is a button labeled 'Save Evaluation'.

If this is what you want, click Save/Next.



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SOCRATES Home

Basic Information

Evaluation Methods: Verify and Continue [Logout](#)

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)

Please verify the methods of evaluation. If incorrect, press the back button to edit them.

Typical Evaluation and Assessment Methods:

Typical evaluation and assessment methods should include, but are not limited to homework, quizzes, exams, projects, and a final exam.

[<< BACK](#) [SAVE / NEXT >>](#)

You will come to the screen below. Most courses are single topic.

[Logout](#)

Single or Multiple Topic Groups: Input Form

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)

Please indicate if this course consists of a single topic group or has multiple topic groups.

Single Topic Group
 Multiple Topic Groups

[Save / Next >>](#)

You will also see this text.

Single Topic Group or Multiple Topic Groups:


Most Sacramento City College courses require only a single topic group. A small number of courses such as Topics in (294/494) courses share a common catalog description and a common set of course objectives but may be offered with two or more different topic groups.

Here are some examples of courses that may have multiple topic groups:

1. The History department may use HIST 494, Topics in History, for current events courses. One year, the HIST 494 course might be Topics in History: September 11th and Its Impact on American Institutions. In another year, the HIST 494 course might be Topics in History: The Growth of the European Union; and in the following year, Topics in History: Recent U.S.-China Relations. Each of these Topics in courses is a separate topic group offered under the same HIST 494 "umbrella."
2. The Physical Education department offers golf (PACT 350) at the levels of beginning, intermediate, and advanced. Each of the activity levels is a separate topic group under the common number PACT 350.
3. The Computer Information Science department offers Web Page Creation course using one of two software packages, Frontpage or Dreamweaver. The computer programs are substantially different but the objectives of the course are the same. Separate topic groups describe how the course is taught using Frontpage and how it is taught using DreamWeaver.

(Please note that the use of multiple topic groups is rare. Contact your curriculum chair for specific instructions if you are unsure about the following options.)

I have selected a single topic. Click Save/Next. Most courses will be this way. The SCC Curriculum Handbook and the Tech Review Team can provide you with more information.



[Return to Services](#)

[SOCRATES Home](#)

[Basic Information](#)

Single or Multiple Topic Groups: Verify and Continue [Logout](#)

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)

Please verify whether the course below may be taught with a single topic group or with multiple topic groups as indicated below. If incorrect, press the back button and select the correct option.

This course has only a single topic group.

[<< Back](#) [Save / Next >>](#)

Next, you will see the Screen below.

SOC
Return to Services

Course Topics: Input Form Logout

Identifier: TEMP 362
Title: Create a New Course
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)

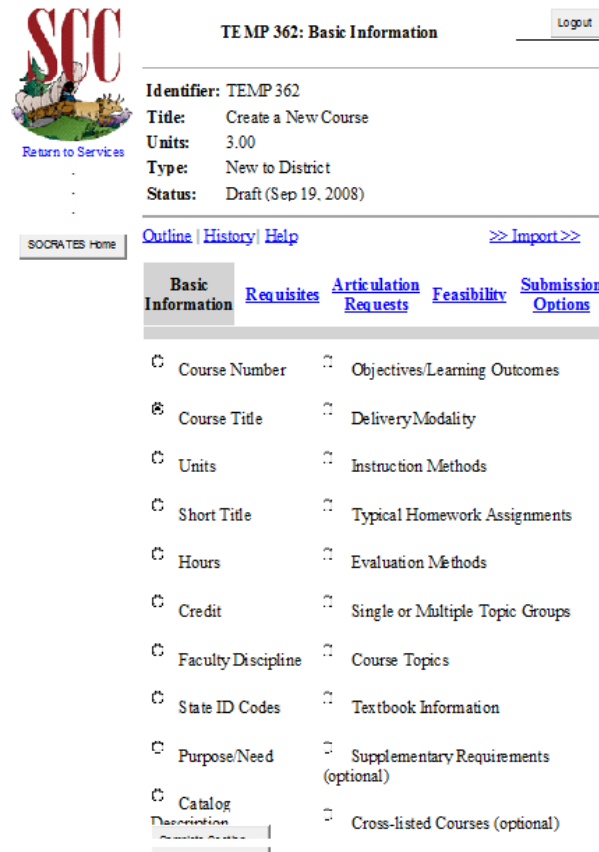
Please enter the topics of instruction for this course and the time allotted for each.

Order	Lec Hrs	Lab Hrs	TBA Hrs	Topic
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

It is time to enter the Course Topics.

We need 36 hours of lecture, and 54 hours of lab. You should allot time for new material, review, exams/assessments, and the final exam/assessment. The UC system is looking for lecture and lab topics to be listed explicitly and clearly. By now, you can probably figure out how to complete this section, so I will now show you the completed section. Remember, that the topics must complement the SLOs and the Description. As I look back on the Course Description and the SLOs, I notice a few mistakes and problems. The Course Description needs to include more to coincide with the SLOs. I will fix those as well.

I also notice that the Course Title is too limited. So, this is how to change it. Select Course Title and Click Complete Section.



The screenshot shows the SOCRATES system interface for course management. At the top left is the SOCRATES logo with a "Return to Services" link. The main header displays "TEMP 362: Basic Information" and a "Logout" button. Below the header, course details are listed: Identifier: TEMP 362, Title: Create a New Course, Units: 3.00, Type: New to District, and Status: Draft (Sep 19, 2008). A navigation bar includes links for "Outline | History | Help" and ">> Import >>". A menu below the navigation bar has "Basic Information" selected, with other options: "Requisites", "Articulation Requests", "Feasibility", and "Submission Options". The main content area is a table with two columns: the left column lists course attributes with a magnifying glass icon, and the right column lists the corresponding data fields. The "Course Title" row is highlighted.

Attribute	Data Field
Course Number	Objectives/Learning Outcomes
Course Title	Delivery/Modality
Units	Instruction Methods
Short Title	Typical Homework Assignments
Hours	Evaluation Methods
Credit	Single or Multiple Topic Groups
Faculty Discipline	Course Topics
State ID Codes	Textbook Information
Purpose/Need	Supplementary Requirements (optional)
Catalog Description	Cross-listed Courses (optional)

Changing a Course Title

If you are revising an existing course, you will not be able to change the course title at this point. It must be done at the time you begin the course revision/proposal.

After following all of the prompts and making more edits, click on the Course Outline to view the edits in Sections 2 and 3 as shown.

Section 2: Submission Information

Proposal: *To add a course to the SCC catalog that is **not** currently offered by any Los Rios college.*

Explanation: This course is being written to provide instruction on how to use SOCRATES.

Section 3: Basic Course Information

Identifier: TEMP 362

Title: SOCRATES and the SCC Curriculum Process

Units: 3.00


Prerequisite: None.

Hours: 36 hours lecture, 54 hours laboratory

Description: In this course, the student will write and revise sample courses and programs using the curriculum management system, Socrates. In addition, the curriculum process at SCC will be covered.

[Courses embedded in catalog description: None.]

Now, we can write the Course Topics in Section 5.



[Return to Services](#)

[SOCRATES Home](#)

[Basic Information](#)

Course Topics: Verify and Continue [Logout](#)

Identifier: TEMP362
Title: SOCRATES and the SCC Curriculum Process
Units: 3.00
Type: New to District
Status: Draft (Sep 19, 2008)

[Outline](#) | [History](#) | [Help](#)

Please verify the course topics and time allotments below. If incorrect, press the back button and edit the topics of instruction.

Lec	Lab	Topic
2	0	Introduction to SOCRATES: logging in, navigating the program
0	3	Find examples of courses that have/are distance education modalities, multiple topics, lecture and lab components, cross-listed courses, and shared with other Los Rios Colleges. Find examples of each program type: certificate, associate of arts degree, and associate of science degree.
10	0	The Curriculum process at SCC
10	0	Writing new and revised course outlines
0	18	Write a new course and revise an existing course and take each through the entire curriculum process.
10	0	Writing new and revised program outlines
0	18	Write a new program and revise an existing program and take each through the entire curriculum process.
0	10	Add distance education to an existing course and take it through the entire curriculum process.

There is still much to do. But, this should get you started.

I recommend that you go to the outline and click on blank sections and complete them.

Read through the entire outline to see what sections need to be completed. Most likely, they will be the later sections that have to do with GE, Feasibility, etc.

You should have a taste of working with SOCRATES, now.

Where do I get help?

You can call/email the following people:

- your division representative on the Curriculum Committee (check online).
- the Curriculum Faculty Co-Chair (Virginia May)
- the Curriculum Liaison (Marilyn Keefe Perry)