

META Log in and Simple Instructions

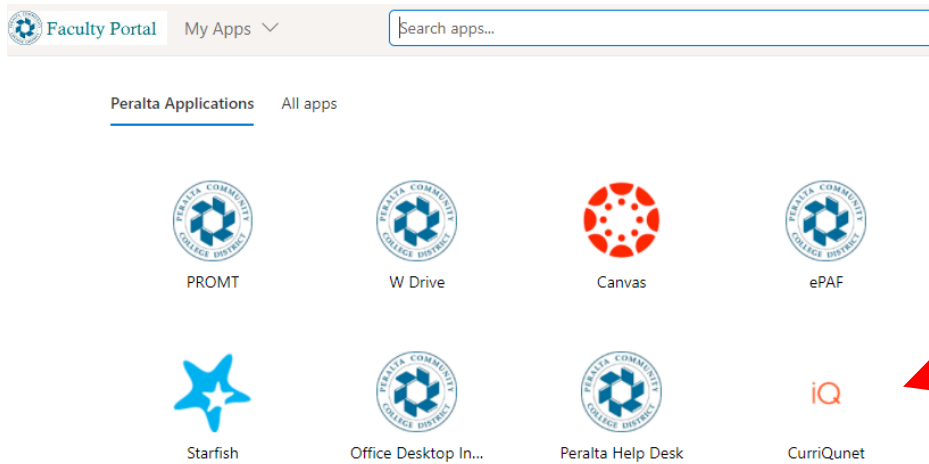
The goal of this Document:

1. Participants will know how to log into META and Create a Program Review Proposal
2. Participants will grasp the functionality of the Program Review Module and know how to navigate the system.
3. Participants will have a broad sense of how to answer the Program Review questions and launch a proposal.

This document does not cover every tab in field in Program Review. Please review the Training Videos found on the Program Review Resources & Information website (found in Institutional Effectiveness Committee webpage).

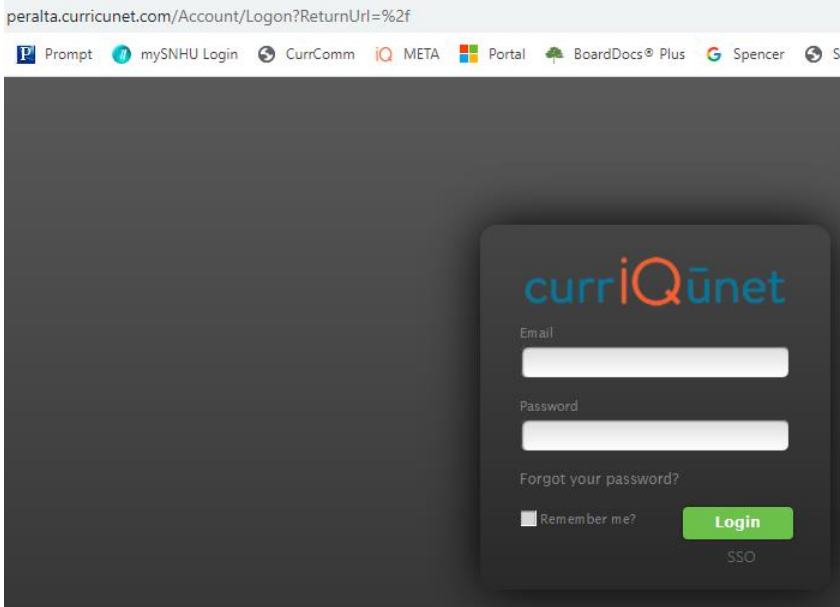
1. Getting into META

- Faculty Portal , CurriQunet META icon
- Or curricunet.peralta.com

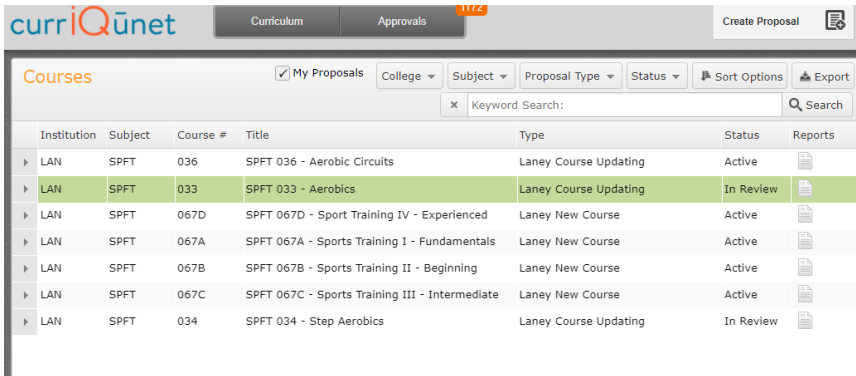


2. Logging on

- Full Peralta email
- Password you have chosen from before
 - Click "Forgot your password" - reset email immediately sent (may need to check trash)
 - User not identified: email VPI office to get account

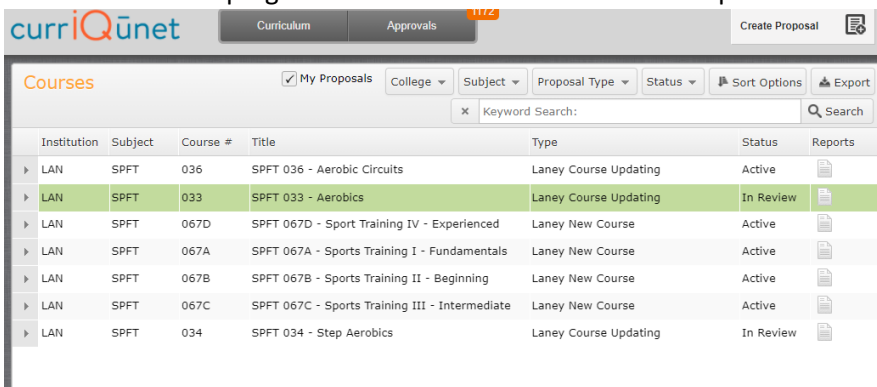


3. Landing page is always YOUR curriculum homepage



4. Create Proposal

- Top right hand corner – click on “Create Proposal” -follow prompts from there



- Choose appropriate “Program Review Proposal”

Proposal Type

Select a proposal type

Laney Program Modification

Program Reviews

Annual Program Review - Years 1-3

Comprehensive Program Review - Year 4

Assessments

Laney Assessment 0 - Non-Instructional Unit Outcome

Laney Assessment 1 - SLO Assessment

- Choose Division and Department.
- IF YOU ARE INSTRUCTIONAL OR INSTRUCTIONAL CTE:
 - Choose your division by (example) “Career and Technical Education”
 - Instead of
 - “Career and Technical Education Division Office”
- To see what Division your department/unit is in, click on this link or go to the Program Review Resource & Information webpage and click on [META Division / Department Hierarchy](#).

Fill out all of the fields below.

Division*

Laney - Career and Technical Education

Laney - Career & Technical Education Division Office

Laney - Career and Technical Education

Laney - Educational Success Office

Laney - Humanities & Social Science Division Office

Previous Next Create Proposal

- Write appropriate title
- Bottom right hand corner – click on “Create Proposal”

Proposal Requirements

Comprehensive Program Review - Year 4

Fill out all of the fields below.

Division*

Department*

Module Title*

Previous Next Create Proposal

5. Grey “Tabs” are on the left. “Fields” are the items to fill in in each tab

Comprehensive Program Review - Year 4: 2020-2021 Com
 Status: Draft Remai

Mission Statement/Strategic Goals	3/4 Mission Statement/Strategic Goals
Co-Contributor	Review Year * 2020-2021
Career Education	Review Sequence * Comprehensive Program Review
Students Served	Review Type * INSTRUCTIONAL
Enrollment Trends	Division * Laney - Mathematics and Sciences
Curriculum	Department L - Astronomy / Physics
Assessment	
Course Completion	
Degrees & Certificates	

Last updated by Heather Sisneros on 10/15/2020 at 12:47 AM

6. First tab: “Mission Statement/Strategic Goals”

- Follow field prompts to fill in each field
- Strategic Goals: Click “Add Item” to open up fields that are specific to documenting your strategic goal.
- **BE SURE TO SAVE YOUR GOAL WHEN YOU HAVE FILLED IN ALL THE FIELDS.**
- Click on “Add Item” again for a new set of fields to write in your next Strategic Goal
- Follow this process for each Strategic Goal your Department/Unit has

Mission Statement/Strategic Goals **3/4**

2. Strategic Goals

[Laney College Strategic Goals](#)


Program Strategic Goals are things the department/area needs to do in order to accomplish their Program's Mission Statement. Strategic goals should:

- Be aligned with Campus Strategic goals and aligned with department mission statement
- Define what needs to be done to accomplish the Program's Mission Statement and/or
- Define what needs to be done better to accomplish the Program's Mission Statement

If you already have Program Strategic Goals for your department/area, review it for inclusion of the above items and provide it/them below. If you do not have Program Strategic Goals, provide new Strategic Goals below using the above Strategic Goals elements.

Program Strategic Goals Show Details Add Item

There are no program strategic goals to display.



Mission Statement/Strategic Goals **3/4**

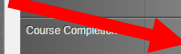
Program Strategic Goals

Goal *

College Goals *

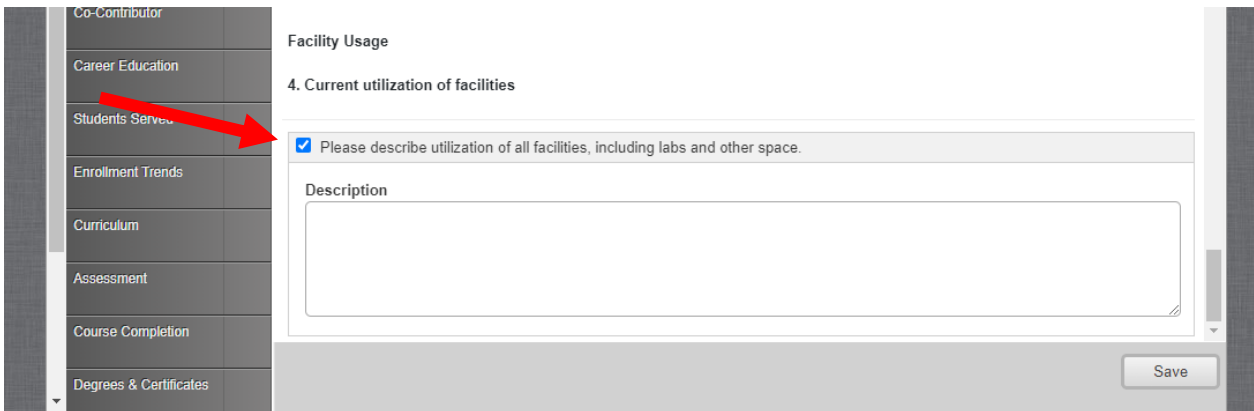
Goal Status *

Save Cancel

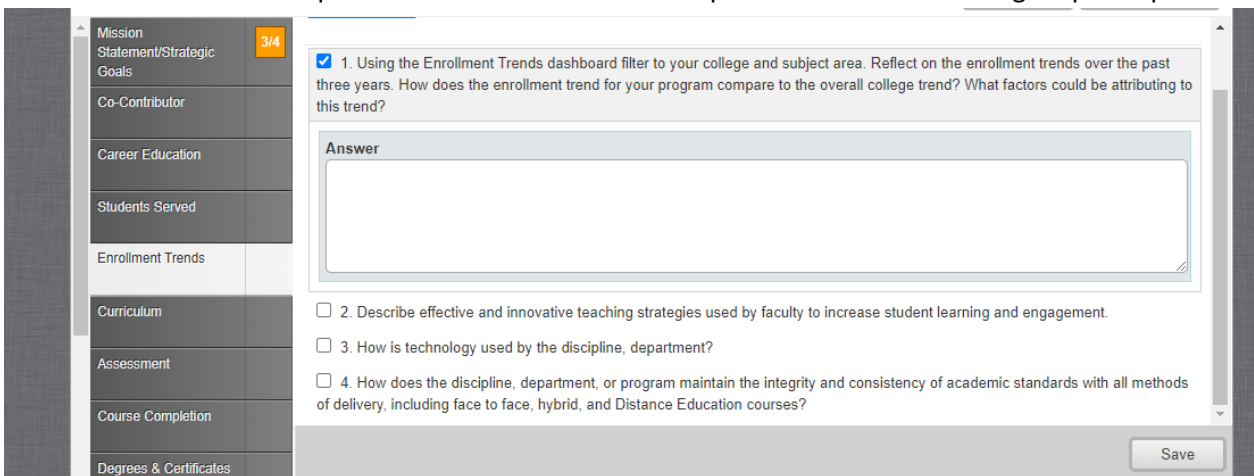


7. PLEASE NOTE:

- Be sure to click the check box next to the questions. This will open up the text box for you to write your answer.
- All questions that need a response have the check box in front of the question.
- **BE SURE TO SAVE**



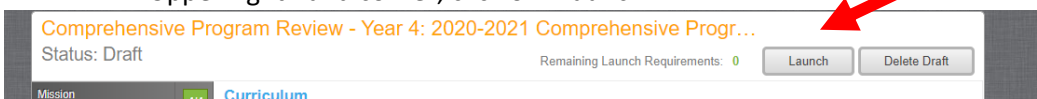
- Another example of the check box next to the question and how checking it opens up the text box.



8. SAVE, SAVE, SAVE

9. Launch your Proposal

- Upper right hand corner, click on “Launch”



10. Reminder:

- The Program Review questions are on the Program Review Resource and Information webpage as a word document for you to download and use as a template offline. Choose the appropriate set of questions based on your Unit/Department and Program Review year.