How to Create a Course Deletion in META Maverick:

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

1. Login to <u>MAVERICK</u> using your email address and single sign-on password If you need help with your single sign-on please contact District IT.

DLEBACK L L E G E				<mark>≜</mark> Logi Q Searc
Public Announcements		🖨 Login	🖉 Links	C
Welcome to Maverick! Saddleback College made the transition effective 1/17/25. More to come!	•	Please log in to the system to: • Create a Proposal (Create, Edit, Reinstate, or Archive a Course or Program) • Review In-Progress	Saddleback Catalog (Admin Only Edit Mode) Saddleback Catalog Saddleback.edu Catalog Webpage	

2. Once logged in, the first thing you need to do is find the class for which you want to do a deletion . To do this, click the down arrow next to Curriculum and select Course:

:	Dashboard		Assessment Administrative Unit Reviews and Progra	m Rev	views 🖹 Reports 🕶
	My dashboa	🍓 Approvals			
		Course			
	This announceme	Program Package Catalogs	e to users who have logged into Maverick.	•	This announcement board is only visible to user

3. In the Keyword Search bar, type in the prefix and number of the course you would like to delete and click Search:

Dashboard	💁 Curriculum 👻	Assessment	Administrative Unit Reviews and Program Reviews	🖹 Reports 🔻	+ Create New Prop
earch 🕒 Colle	ges • Courses •	Keyword Search			Q Search

4. Find the most recent version of the course. It will say Active (Fully Approved) or Approved and have a Deactivate button underneath it. You may have to scroll down to find it and can use the dropdown by Status to limit the responses. You will click on the Deactivate button:

•	# Course Prefix	# Course Number	ii Course Title	🗄 Proposal Type	# Status
•	CMT	230	APPLIED NETWORK TECHNOLOGY	Saddleback - Course Modification	Active (Fully Approved)
					Modify Clone Deactivate

In the center of the screen, a box will pop up with the proposal type "Saddleback – Course Deletion" and you will click Create.

Deactivate Proposal	×
Proposal Type	
Saddleback - Course Deletion	~
	Create

5. Once the Cover screen populates, there will be two fields that you need to complete:

Semester to be Deactivated*



If you are completing the deletion during a scheduled review cycle, the semester to be deactivated would be the same as used for course revisions. For example, courses coming through scheduled review in spring 2025 will have their revisions active for fall 2026.

The other field that needs to be completed is the Justification. Please include the reason for the course deletion (deactivation).

Justification of Need*					
This stateme	nt will be included on the	e State-required applic	ation for new and revised co	urses	

6. Once those field have been filled out, you will click on the blue Launch button on the upper right side of the Cover screen. 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.