

Curriculum Committee New & Modified Course Approval Process

<p>1.0 Originator PreLaunch Position: Faculty Author submits the course proposal in CurricUNET.</p>
<p>2.0 Checklist of Need, Scope, Feasibility, Compliance, & Resource Needs (including forwarding faculty-identified resource needs to library/learning specialist) Note: In divisions with both a Division Chair and a Division Dean, there needs to be communication between the two to ensure that both have reviewed the proposal prior to the dean’s action whether returning the proposal to the author for changes or approving it to move forward through the review process. Position: Division Chair/Dean</p>
<p>3.0 Technical & Documentation Review Position: Curriculum Analyst</p>
<p>Prereq/Coreq</p>
<p>4.0 Curriculum Committee Faculty Co-Chair Reviews and assigns the proposal to CC Faculty Representative for Review</p>
<p>5.0 Distance Education Review (if course is offered fully online)* Position: Distance Education Reviewer</p>
<p>6.0 Library Review & 7.0 Faculty Review Position: Library/Learning Specialist & Curriculum Committee Faculty Representative</p>
<p>8.0 Articulation Officer GE subcommittee convened if necessary</p>
<p>9.0 Curriculum Committee Agenda Description: Action Item on Agenda (to recommend for approval to Academic Senate) Position: Curriculum Committee Faculty Co-Chair</p>
<p>Academic Senate Agenda Description: Submitted to Academic Senate with recommendation for approval Position: Curriculum Committee Faculty Co-Chair</p>
<p>Board of Trustees Agenda Description: Submitted to BOT for approval Position: Curriculum Committee Faculty Co-Chair</p>
<p>10.0 Implementation Description: Implemented locally and submitted to Chancellor’s Office (for new courses for charter/assignment of Course Control Number) Position: Curriculum Analyst</p>

After each step, it is possible for a COR to be returned to the Originator (faculty author) with requested changes. (Returns are a half step behind, so if the faculty reviewer returns the COR to the originator, the request changes step would be 4.5.)

Authors may choose to make the changes or consult with their department, division chair/dean and/or CC representative and make only the changes they collectively deem appropriate.

Curriculum Committee New & Modified Program Approval Process

1.0 Originator PreLaunch Position: Faculty Author submits the program proposal in CurricUNET.
2.0 Checklist of Need, Scope, Feasibility, Compliance, & Resource Needs* (including forwarding faculty-identified resource needs to library/learning specialist) Position: Division Chair/Dean
New Program Taskforce Convened: faculty author, division chair (if applicable), division dean, Articulation Officer, AS president, VPAA, Curriculum Faculty Co-Chair
3.0 Technical & Documentation Review Position: Curriculum Analyst
4.0 Curriculum Committee Faculty Co-Chair Reviews and assigns the proposal to CC Faculty Representative for Review
5.0 Faculty Review Position: Curriculum Committee Faculty Representative
6.0 Articulation Officer
7.0 Curriculum Committee Agenda Description: Action Item on Agenda (to recommend for approval to Academic Senate) Position: Curriculum Committee Faculty Co-Chair
Academic Senate Agenda Description: Submitted to Academic Senate with recommendation for approval Position: Curriculum Committee Faculty Co-Chair
Board of Trustees Agenda Description: Submitted to BOT for approval Position: Curriculum Committee Faculty Co-Chair
8.0 Implementation Description: Implemented locally and submitted to Chancellor's Office Position: Curriculum Analyst

Curriculum Committee Archive Approval Process

1.0 Originator PreLaunch Position: Faculty Author submits the course or program archive proposal in CurricUNET.
2.0 Division Impact Review: Identification of Courses/Programs in the Division which will need to be revised due to archival. Position: Division Chair/Dean
3.0 Impact Review: Identification of any outside courses/programs that will be impacted by archival and need to be revised prior to implementation. Note: Archivals that do not change the units or remove required courses from a program or prerequisites/corequisites from a course can be made automatically upon the Curriculum Committee's consent to the archival; however, archivals that result in removal of required courses and/or decrease in units from affected programs or removal of prerequisites or corequisites from affected courses will require more substantive revisions to the affected program prior to implementation. Position: Curriculum Analyst
4.0 Curriculum Committee Faculty Co-Chair Reviews
5.0 Curriculum Committee Agenda Description: Action Item on Agenda (to recommend for approval to Academic Senate) Position: Curriculum Committee Faculty Co-Chair
Academic Senate Agenda Description: Submitted to Academic Senate with recommendation for approval Position: Curriculum Committee Faculty Co-Chair
Board of Trustees Agenda Description: Submitted to BOT for approval Position: Curriculum Committee Faculty Co-Chair
6.0 Implementation Position: Curriculum Analyst