

DRAFT - COURSE Review/Approval Process

1. Conceptual Phase (Pre-proposal)

Who:

- Faculty, Chair, and Dean

Actions:

- Discuss need/rationale for the course proposal and how course aligns with College mission
- Discuss how course fits with existing and/or new programs (within and outside of discipline)
- Determine if course will be required or elective and where it fits in program sequence(s) (i.e. 2-year sequence for degree)
- Determine what additional resources may be required for the course
- Discuss elements of course: Content, SLOs, objectives, prerequisites, units/hours, methods of instruction (i.e. f2f, hybrid, online)
- Discuss articulation/ transfer goals, need for additional GE options (if applicable)

2. Initiate Proposal

Who:

- Faculty (with support from CAC members and/or OAA Staff)

Actions:

- Initiate proposal in Curriculum system
- Enter course information: SLOs, Objectives, methods of instruction, lab/lecture content, methods of evaluation, assessments, textbooks, etc.
- Complete DE request (if applicable)
- Map to methods of evaluation to objectives
- Request CSU, IGETC, and/or local GE approval and transferability/articulation (if applicable)
- Select all faculty disciplines qualified to teach the course
- Recommend curriculum codes
- Submit proposal for review

3. Division Review

Who:

- Division Chair

Actions:

- Review justification/rationale
- Review catalog and schedule descriptions, objectives, content, and course SLOs
- Verify that the course fits with existing and/or new programs (within discipline and across campus) and does not conflict with other programs (within & outside department)
- Review pre-/co-requisites
- If appropriate, review the appropriateness of GE or elective options
- Consider how course is supported by the discipline's current/recent program review and resource prioritization
- Identify appropriate assessment cycle for the course

4. Dean's Review

Who:

- Dean responsible for discipline

Actions:

- Review justification/rationale
- Verify data entered in proposal is complete and accurate
- Review/confirm all codes
- Verify compliance with standards for credit/hour calculations
- Verify that the college has resources to support curriculum
- Review programmatic implications (within & outside department)
- Review how course fits into 2-year sequence and schedule implications (required vs. elective).
- Confirm that course has been assigned to assessment cycle

DRAFT - COURSE Review/Approval Process

5. Technical Review

Who:

- Tech Review Sub-Committee
- Dean assigned to Curriculum

Actions:

- Review proposal for completeness:
 - Articulation
 - Material fees
 - SLOs and Objectives
 - DE (standards - if applicable)
 - Pre- and co-requisite validation
- Ensure compliance with PCAH and Title 5

6. CIO/VPAA Review

Who:

- CIO/VPAA

Actions:

- Ensure that Proposed course:
 - Aligns with college mission
 - Complies with PCAH, Title 5, and Accreditation Standards
 - Fulfills validated college needs
- Ensure that College curriculum review was appropriately followed
- Ensure that College has sufficient resources to support curriculum

7. Curriculum Committee Review

Who:

- Curriculum Committee

Actions:

- Discuss college-wide programmatic implications and alignment of course being proposed
- Endorse course revisions
- Endorse new courses for consideration by Governing Board
- Separate review and endorsement for:
 - Distance education
 - Requisites and advisories
 - General education

8. Office of Academic Affairs

Who:

- Curriculum Technician (prepares submissions)
- CIO/VPAA (approves submissions)

Actions:

- Prepares request to Governing Board for new courses and submits to the Superintendent/President's Office for Governing Board for review and approval

DRAFT - COURSE Review/Approval Process

9. Approval

Who:

- Governing Board (Final Local Authority)

Actions:

- Approves new* credit courses
- Approves new* non-credit courses for submission to CCCCCO for final approval

*Note: course revisions bypass this step.

10. Approval/Chaptering

Who:

- Curriculum Technician

Actions:

- Enters new/revised courses into the Chancellor's Office curriculum system

Who:

- Chancellor's Office

Actions:

- Chapters new credit courses and provides course identification (control) numbers
- Chapters revised credit courses
- Reviews, approves, and chapters all non-credit courses and provides course identification (control) numbers

11. Processing

Who:

- Curriculum Technician

Actions:

- Enters new/revised curriculum into SIS
- Activates course in Curriculum system
- Tracks and enters curriculum changes in College catalog.
- Notifies area Dean, Division Chair, and originator

12. Endorsement/Approval

Who:

- Articulation Officer

Actions:

- Submits new and revised CID courses for review by CID Group (Faculty Discipline Review Group)
 - New = After CCCCCO
 - Revised = After CIO
- Notifies Curriculum Technician of approved CID courses