

ISP 161

Course Creation, Edits, Inactivation, and Reactivation

PURPOSE

Establishes standards for creating, editing, inactivating and reactivating courses.

SUMMARY

Each department is responsible for submitting outlines for new courses as well as updating currently approved outlines, and inactivating or reactivating courses as needed. Curriculum Committee and the Office of Community Colleges and Workforce Development (CCWD) approval are required for all credit bearing courses, except for experimental courses (xxx-199 and xxx-299) which are offered for a limited time only.

STANDARD

- A) Departments will assess the need and impact of proposed new courses and course edits prior to Department Chair and Division Dean approval. Edits include changes, inactivation, and reactivation of courses
- B) The Division Dean will provide written approval to the Curriculum Office before new courses are entered into the Online Course/Outline Submission System
- C) New courses and edited courses will meet all required state and/or accreditation requirements
- D) Departments will submit new courses and edit existing courses through the Online Course/Outline Submission System
- E) New course numbers will be determined between the Department Chair and the Curriculum Office
- F) The Curriculum Office will be responsible for entering new and updating existing course information into Colleague and with CCWD
- G) Departments will provide written notification of course inactivation to the Curriculum Office
- H) The Curriculum Office will make available a process document outlining the steps for a new course approval, course edits, course inactivation, and course reactivation

REVIEW HISTORY

ISP Committee	Approved	
College Council	Reviewed	May 16, 2014
College Council	Reviewed	April 17, 2009
College Council	Reviewed	February 19, 2004
Instructional Council	Adopted	January 23, 1996

This checklist is to be used when creating a course that has never been approved and offered.

Departments, the Curriculum Office, and Curriculum Committee can use this checklist to ensure a smooth path for the creation of new courses. Steps are listed in order.

Department Completes Initial Planning

- Discuss new course with the Division Dean
- The Division Dean will provide the Curriculum Office with written approval for the new course

Department Submits Forms to Curriculum Office

Form

- Online Course/Outline Submission System

Next Steps for Curriculum Office

- Curriculum Committee review team forwards course outline to the consent agenda for the next Curriculum Committee meeting
- Curriculum Committee reviews and approves new course
- Curriculum Office updates Colleague and submits forms to CCWD
- CCWD approves new course

Course edits include changes to the course title, course number, contact hours, credit hours, course description, offering frequency, student learning outcomes, or any other type of course information

Departments, the Curriculum Office, and Curriculum Committee can use this checklist to ensure a smooth path for editing courses. Steps are listed in order.

Department Completes Initial Planning

- Course edits are determined by the department
- The impact of course edits is discussed with the Division Dean

Department Submits Forms to Curriculum Office

Form

- Online Course/Outline Submission System

Next Steps for Curriculum Office

- Curriculum Office reviews the outline and forwards it to a Curriculum Committee review team
- The Curriculum Committee review team approves the course changes
- Curriculum Committee reviews and approves course changes
- Curriculum Office updates Colleague and the state (WebForms)

This checklist is for situations where a course is being inactivated for a reason other than that it has not been offered within a three year time period or greater.

Departments, the Curriculum Office, and Curriculum Committee can use this checklist to ensure a smooth path for inactivating courses. Steps are listed in order.

Department Completes Initial Planning

- Discuss course inactivation with the Division Dean

Department Submits Forms to Curriculum Office

(submit 2 weeks prior to Curriculum Committee Meetings)

Form

- Written notification of course number, course title, date of inactivation, and reason for inactivation

Next Steps for Curriculum Office

- Curriculum Committee reviews and approves course inactivation
- Curriculum Office updates Colleague and submits forms to CCWD

This checklist is for situations where a course is being reactivated.

Departments, the Curriculum Office, and Curriculum Committee can use this checklist to ensure a smooth path for reactivating courses. Steps are listed in order.

Department Completes Initial Planning

- Discuss course reactivation with dean

Department Submits Forms to Curriculum Office

Form

- Online Course/Outline Submission System

Next Steps for Curriculum Office

- Curriculum Committee review team forwards course outline to the consent agenda for the next Curriculum Committee meeting
- Curriculum Committee reviews and approves course reactivation
- Curriculum Office moves course to active status in Colleague and submits forms to CCWD
- CCWD approves course reactivation

Name of Process:	Course Creation, Edits, Inactivation, and Reactivation		
Process Owner:	Curriculum Committee		
Created By:	Dru Urbassik	Last Updated By:	Dru Urbassik
Date Created:	08/08/16	Last Revision Date:	08/08/16
Process Purpose:	The purpose of the Course Creation, Edits, and Inactivation Process is to formally outline the steps that are needed to create a new course, edit an existing course, or inactivate a course.		
Process Input:	The process input for the Course Creation, Edits, and Inactivation Process is the department's determination that a new course is needed or an existing course needs to be updated. Once this need is identified, the Course Creation, Edits, and Inactivation Process will be initiated.		
Process Boundaries:	The process boundaries for the Course Creation, Edits, and Inactivation Process are defined by the process input and immediately preceding the process output. Therefore the starting boundary is the department's decision that a new course, a course edit, or inactivation of a course is needed. The process's ending boundary is defined by the creation, edit, or inactivation of a course.		
Process Flow:	<p>Course Creation</p> <ol style="list-style-type: none"> i. The department identifies a need for a new course ii. The department discusses the new course with the Division Dean. The Division Dean will provide written approval to the Curriculum Office before the new course is entered into the Online Course/Outline Submission System iii. The department meets, discusses, and determines the content of the new course iv. The course content is then entered into the Online Course/Outline Submission System by the department and is submitted to the Curriculum Office v. The outline is reviewed by a Curriculum Committee Outline Review Team vi. Once approved by the review team the course will be placed onto the next Curriculum Committee agenda for approval vii. The owner of the course will need to be present at the next Curriculum Committee meeting in order to introduce the course and answer any questions posed by the committee viii. Once approved by the committee the course will be entered into Colleague and submitted to the Office of Community Colleges and Workforce Development (CCWD) for approval by the Curriculum Office 		

	<p>Course Edits</p> <ul style="list-style-type: none"> i. The department identifies that a course needs an edit and the impact of the course edit is discussed with the Division Dean. <ul style="list-style-type: none"> a. Edits include, but are not limited to, course number changes, title changes, credit hour changes, contact hour changes, or requisite updates. ii. The course content is updated in the Online Course/Outline Submission System and submitted to the Curriculum Office by the department iii. The Curriculum Office reviews the outline and forwards it to a Curriculum Committee review team iv. The outline is reviewed by a Curriculum Committee Outline Review Team v. Once approved by the review team the course will be placed onto the next Curriculum Committee consent agenda for approval vi. Once approved by the committee the course will be updated in Colleague and with CCWD <p>Course Inactivation</p> <ul style="list-style-type: none"> i. A course will be inactivated if it has not been offered at least once during a three year period ii. A department may make the decision to inactive a course before the three year period has passed. These decisions need to be discussed with the Division Dean iii. If a department makes the decision to inactive a course, for a reason other than the course not being offered within a three year time period, they must submit written notification to the Curriculum Office. An email will suffice for this documentation and should include the course number, course title, date of inactivation, and reason for inactivation. iv. The course inactivation will be placed on the next Curriculum Committee agenda, following when the notice was received, as an informational item v. A member of the department that owns the course should be present at the Curriculum Committee meeting in order to answer any questions posed by the committee regarding the inactivation request vi. Once the course has been presented as an inactivation to Curriculum Committee the course will be moved to inactive status in Colleague and updated with CCWD via WebForms by the Curriculum Office <p>Course Reactivation</p> <ul style="list-style-type: none"> i. The department makes the decision that a currently inactivated course should be offered and needs to be reactivated ii. The department discusses course reactivation with the Division Dean. If approved the department updates the course outline through the Online Course/Outline
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	<p>Submission System and submits the updated outline to the Curriculum Office</p> <ul style="list-style-type: none"> iii. The outline is reviewed by a Curriculum Committee Review Team iv. Once approved by the review team the course will be placed onto the next Curriculum Committee agenda for approval v. The owner of the course will need to be present at the next Curriculum Committee meeting in order to explain why the course should be reactivated and to answer any questions posed by the committee vi. Once approved by the Curriculum Committee the course will be reactivated with CCWD and the course record will be updated in Colleague by the Curriculum Office
<p>Process Output:</p>	<p>The output for this process is a course outline for a new or updated course.</p>
<p>Exceptions to Normal Process Flow:</p>	<ul style="list-style-type: none"> 1. Curriculum Committee does not meet during the summer quarter. All outlines submitted during the summer will be addressed once Curriculum Committee reconvenes during fall term. 2. Any outlines that are not reviewed by the Curriculum Committee by the end of the academic year will be reviewed during the following academic year. 3. New courses that go to committee but do not have department representation may be denied if questions and concerns cannot be answered and addressed during the Curriculum Committee meeting. This can result in a denial or a delay of approval.
<p>Time Constraints and Processing</p>	<ul style="list-style-type: none"> 1. Course creation and edits that are received and reviewed by the Curriculum Committee Review team by Thursday of the week prior to a Curriculum Committee meeting will be reviewed during the next meeting. Any new courses or course edits that are approved by the review team during a week that the Curriculum Committee meets will be reviewed not at the next meeting, but the following meeting. This is to insure that the full committee has ample time to review the course information. 2. The Curriculum Office will update the Student Information System and submit new courses and course edits to CCWD within one week of Curriculum Committee approval. 3. State approval can take up to 4-6 weeks or more 4. Course creation, edits, inactivation, and reactivations can take up to 12 weeks or longer to complete

New Course Creation

Department

Curriculum Committee

Curriculum Office

Department identifies need for course and obtains Division Dean approval. The Division Dean informs the Curriculum Office that the new course is approved at the division level

Department discusses and determines new course content

The department submits course information to the Curriculum Office via the Online Course/Outline Submission System

Originator is notified of changes to be made to course content

Owner of the course presents course to Curriculum Committee

Curriculum Office reviews the course outline and forwards the outline to a Curriculum Committee Review Team.

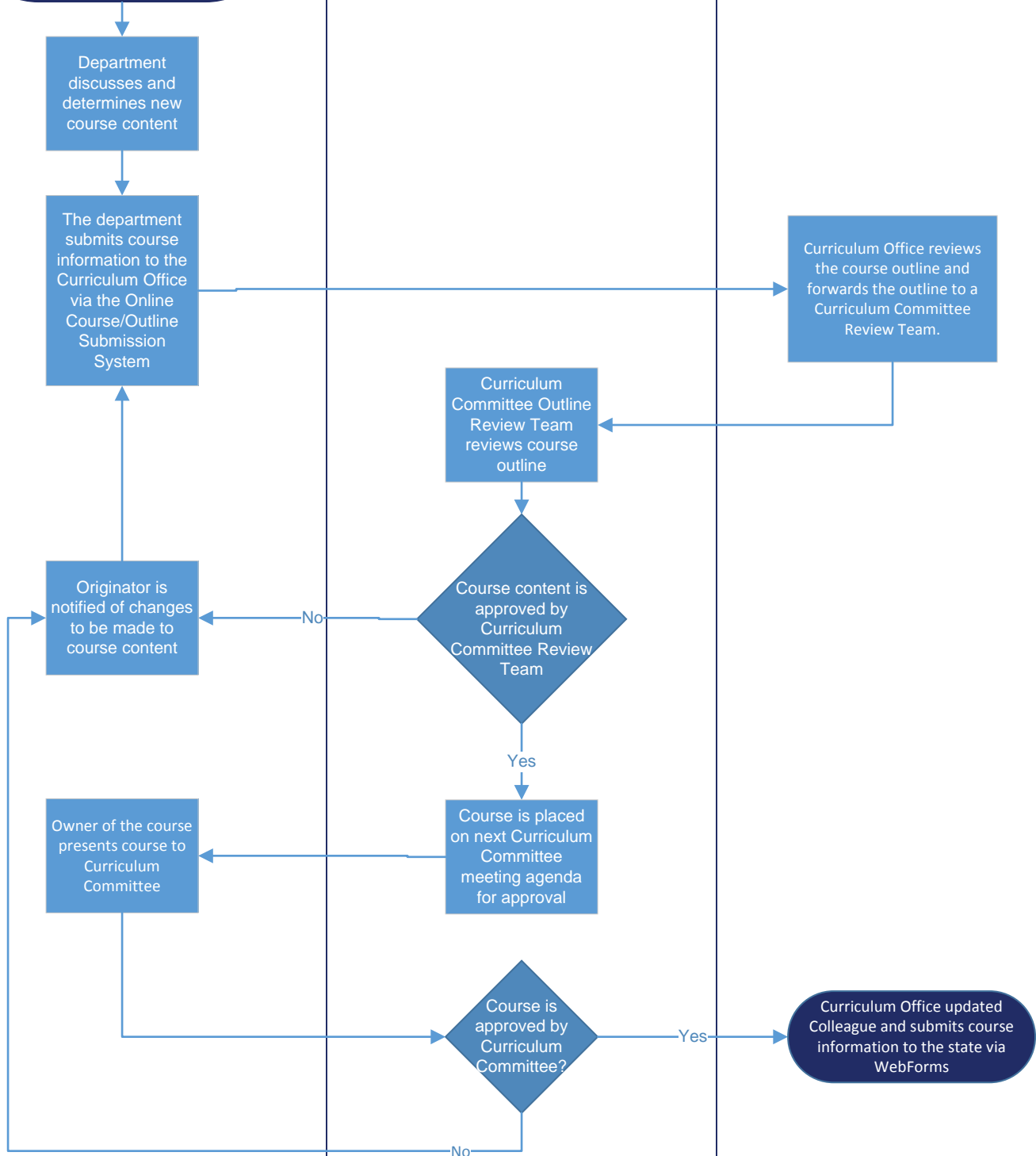
Curriculum Committee Outline Review Team reviews course outline

Course content is approved by Curriculum Committee Review Team

Course is placed on next Curriculum Committee meeting agenda for approval

Course is approved by Curriculum Committee?

Curriculum Office updated Colleague and submits course information to the state via WebForms

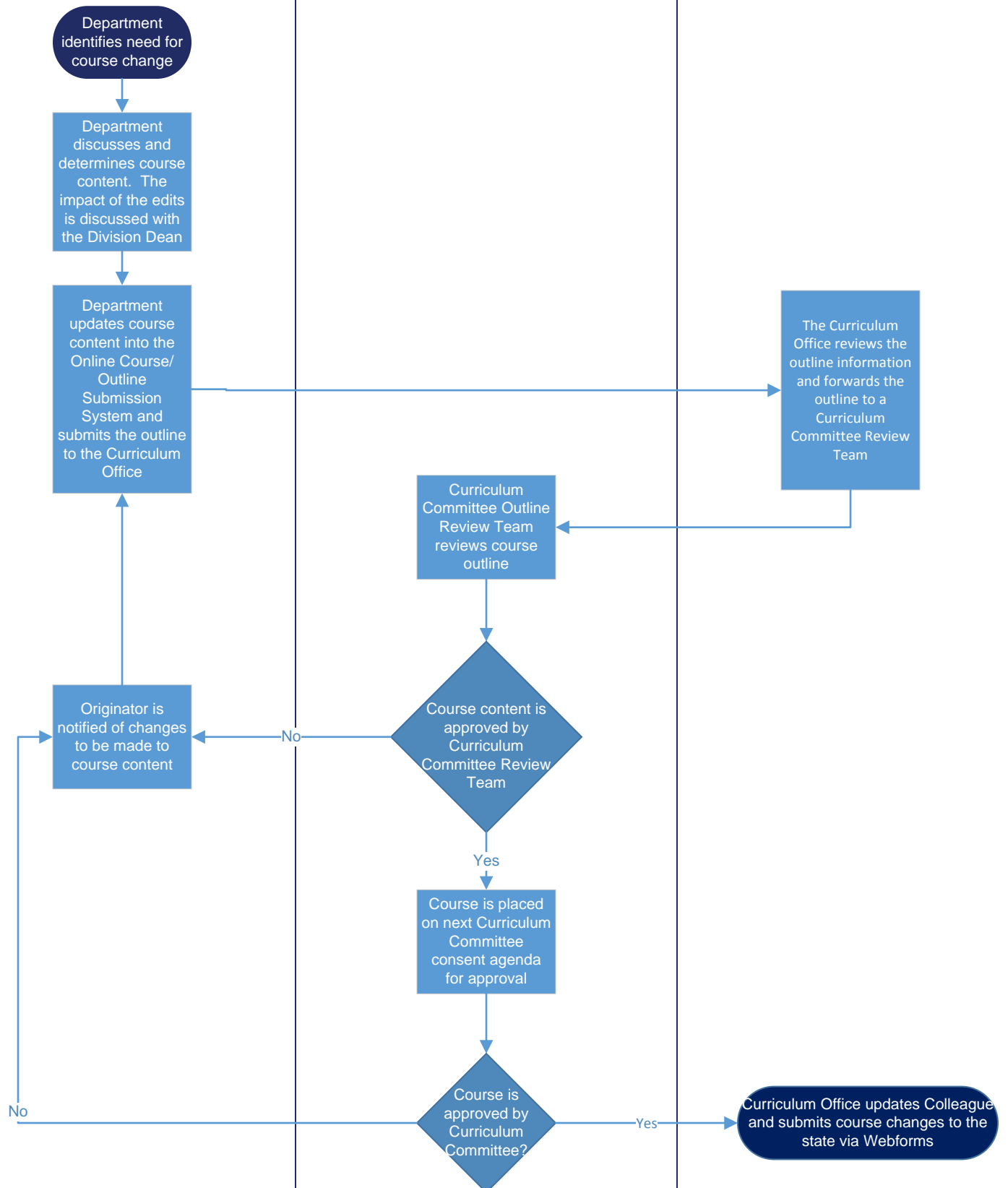


Course Edit

Department

Curriculum Committee

Curriculum Office



Course Inactivation

Department

Curriculum Committee

Curriculum Office

Department identifies need for course inactivation and discusses the need with the Division Dean

Department submits written notification to Curriculum Office including course number, course title, date of inactivation, and reason of inactivation

The department makes changes if needed based on the feedback from the Curriculum Committee

A member of the department that owns the course is present at the Curriculum Committee meeting to answer any questions

Course is placed on next Curriculum Committee meeting agenda as an informational item

Curriculum Committee approves course inactivation?

Yes

No

Course is moved to inactive status in Colleague

Course is marked as inactive in CCWD Webforms

Course Reactivation

Department

Curriculum Committee

Curriculum Office

Department identifies need for course reactivation and discusses the need with the Division Dean in order to gain approval

Department updates course outline through the Online Course/Outline Submission System

The Curriculum Office reviews the outline information and forwards the outline to a Curriculum Committee Review Team

Curriculum Committee Outline Review Team reviews course outline

Originator is notified of changes to be made to course content

Course content is approved by Curriculum Committee Review Team

Owner of the course presents course to Curriculum Committee

Course is placed on next Curriculum Committee meeting agenda for approval

No

No

Yes

Course is approved by Curriculum Committee?

Yes

Curriculum Office updates Colleague and submits course changes to the state via Webforms