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| **Process Flow:** | ***Approval of a course for Related Instruction certification***1. The department identifies a course that meets Related Instruction Criteria
2. The department should confer with:
3. departments that may use the course for their programs;
4. departments that offer other courses to fulfill that same Related Instruction requirement;
5. other departments that may have a stake in the change
6. The course is advanced to the Department Chair/Director and Division Dean for endorsement
7. The Division Dean will provide written endorsement of the course for Related Instruction certification to the Curriculum Office; an email will suffice
8. The course outline is then updated by checking YES to the question, Does the Course Belong on the Related Instruction List? Then the course is submitted to the Curriculum Office by standard update procedures
9. The Course and Related Instruction Criteria are reviewed by a Curriculum Committee Related Instruction Review Team. This includes courses that are new to Related instruction as well as current Related Instruction courses that are in their 5-year review cycle
10. Once approved by the Related Instruction Review team the course will be placed onto the next Curriculum Committee agenda for approval
11. The owner of the course will need to be present at the next Curriculum Committee meeting in order to explain why the course meets Related Instruction criteria and answer any questions posed by the committee
12. Once approved by the committee the course with Related Instruction certification will be added to the Related Instruction list.
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| **Process Flow:** | ***Approval of a course for General Education certification***1. The department identifies a course that meets General Education Outcome(s)
2. The course is advanced to the Department Chair and Division Dean for endorsement
3. The Division Dean will provide written endorsement of the course for General Education certification to the Curriculum Office; an email will suffice
4. The course outline is updated to show that the course is seeking General Education Certification, which General Education Outcomes will be assessed, which SLOs achieve the General Education Outcome and the General Education Mapping Chart. Then the course is submitted to the Curriculum Office by standard update procedures
5. The Course and General Education Outcomes are reviewed by a Curriculum Committee General Education Review Team. This includes courses that are new to Related instruction as well as current General Education courses that are in their 5-year review cycle
6. Once approved by the review team the course will be placed onto the next Curriculum Committee agenda for approval
7. The owner of the course will need to be present at the next Curriculum Committee meeting in order to explain why the course meets General Education criteria and answer any questions posed by the committee
8. Once approved by the committee the course with General Education Certification will be added to the General Education list.
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