**Related Instruction Certification**

**Process Document**

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| **Name of Process:** | Related Instruction Certification |
| **Process Owner:** | Curriculum Committee |
| **Created By:** | Terry Mackey | **Last Updated By:** | Dru Urbassik |
| **Date Created:** | 04/07/2017 | **Last Revision Date:** | 04/19/2017 |
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| **Process Purpose:** | The purpose of the Related Instruction Certification Process is to formally outline the steps that are needed to have a course approved for related instruction. |
| **Process Input:** | The process input for the Related Instruction Certification is the department’s determination that Related Instruction Certification is needed for a course. Once this need is identified, the Related Instruction Certification Process will be initiated. |
| **Process Boundaries:** | The process boundaries for the Related Instruction Process are defined by the process input and immediately preceding the process output. Therefore the starting boundary is the department’s decision that related instruction certification is needed for a specific course. The process’s ending boundary is defined by the addition of a course to the related instruction list. |
| **Process Flow:** | 1. The department identifies a course that they believe should be added to the Related Instruction list
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. If the course is not approved the outline will go back to the submitter
11. The Department Representative for 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. If the course is not approved the outline will go back to the submitter
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| **Process Output:** | The output of this process is the addition of a course to the related instruction list. |
| **Exceptions to Normal Process Flow:** | 1. Any Related Instruction requests that are not reviewed by the Curriculum Committee by the end of the academic year will be reviewed during the following academic year, no later than the second meeting of the new academic year
2. Related Instruction requests that go to Curriculum Committee but do not have representation may be denied if questions and concerns cannot be addressed and answered. This may result in denial or delay of approval
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| **Time Constraints and Processing:** | 1. If a course comes up simultaneously for review and related instruction certification, the five year review cycle has precedence
2. Curriculum Committee typically does not meet during summer term. Related instruction requests submitted during the summer term will be addressed when Curriculum Committee reconvenes in fall term, no later than the second meeting of the new academic year
3. Related Instruction requests must be approved by the review committee by the Thursday prior to the [Curriculum Committee meeting](http://www2.clackamas.edu/committees/cc/index.aspx?content=meetings)
4. The Curriculum Office will update the Related Instruction list within one week of Committee approval
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