**Course Creation, Edits, Inactivation, and Reactivation**

**Process Document**

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| **Name of Process:** | Course Creation, Edits, Inactivation, and Reactivation |
| **Process Owner:** | Curriculum Office |
| **Created By:** | Curriculum Office | **Last Updated By:** | Curriculum Office |
| **Date Created:** | 08/08/16 | **Last Revised:** | 06/01/2018 |
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| **Process Purpose:** | Formally outline the steps needed to create a new course, edit an existing course, inactivate a course, or reactivate a course. |
| **Process Input:** | The department identifies a need for a new course, course edit, course inactivation, or course reactivation. |
| **Process Boundaries:** | The starting boundary is the department’s decision that a new course, course edit, course inactivation, or course reactivation is needed. The ending boundary is the creation, edit, inactivation, or reactivation of a course. |
| **Process Flow:** | ***Course Creation***1. The department identifies a need for a new course.
2. The department assesses the need and impact of a new course prior to Division Dean approval.
3. The department discusses the new course with the Division Dean.
4. The department submits the course content in the Online Course/Outline Submission System.
5. The Curriculum Office reviews the course and requests and receives approval from the Division Dean.
6. The Curriculum Office forwards the course to a Curriculum Committee Outline Review Team.
7. A Curriculum Committee Outline Review Team reviews and recommends the course for approval.
8. The Curriculum Office puts the course on the next Curriculum Committee Agenda for approval. See Time Constraints for Agenda Item Deadlines.
9. The Curriculum Office requests and receives confirmation that the owner of the course, or other representative, will present the course at the scheduled Curriculum Committee meeting.
10. The owner of the course presents at the Curriculum Committee meeting to introduce the course and answer questions posed by the Committee.
11. Curriculum Committee reviews and approves the new course during the meeting.
12. The Curriculum Office enters the approved course in the Student Information System and in Community College and Workforce Development (CCWD) Webforms.
13. The Curriculum Office sends a course marked as Related Instruction or General Education to the Related Instruction or General Education Sub-Committee, respectively.
14. The appropriate Sub-Committee evaluates the course according to the Related Instruction or General Education criteria.
15. The appropriate Sub-Committee recommends the course for approval for Related Instruction or General Education.
16. The Curriculum Office puts the course on the next Curriculum Committee Agenda for Related Instruction or General Education approval. See Time Constraints for Agenda Item Deadlines.
17. Curriculum Committee reviews and approves the course for Related Instruction or General Education during the meeting.
18. The Curriculum Office updates the course information in the Student Information System.

***Course Edits***1. The department identifies a need for a course edit.
	1. Edits include, but are not limited to, course number changes, title changes, credit hour changes, contact hour changes, requisite updates.
2. The department assesses the need and impact of the course edit.
3. The department discusses the course edit with the Division Dean.
4. The department updates the course content in the Online Course/Outline Submission System.
5. The Curriculum Office reviews the course and forwards it to a Curriculum Committee Outline Review Team.
6. A Curriculum Committee Outline Review Team reviews and recommends the course for approval.
7. The Curriculum Office puts the course on the next Curriculum Committee Consent Agenda for approval. See Time Constraints for Agenda Item Deadlines.
8. Curriculum Committee reviews and approves the course during the meeting.
9. The Curriculum Office enters the approved course information in the Student Information System and in CCWD Webforms.
10. The Curriculum Office sends a course marked as Related Instruction or General Education to the Related Instruction Sub-Committee or General Education Sub-Committee, respectively.
11. The appropriate Sub-Committee evaluates the course according to the Related Instruction or General Education criteria.
12. The appropriate Sub-Committee recommends the course for approval for Related Instruction or General Education.
13. The Curriculum Office puts the course on the next Curriculum Committee Agenda for Related Instruction or General Education approval. See Time Constraints for Agenda Item Deadlines.
14. Curriculum Committee reviews and approves the course for Related Instruction or General Education during the meeting.
15. The Curriculum Office updates the course information in the Student Information System.

***Course Inactivation***A course inactivation is initiated in one of two ways:1. The Curriculum Office inactivates a course that has not been offered at least once during the last three years.
	1. The Curriculum Office presents a list of courses that have not been offered in the last three years to Curriculum Committee one year prior to inactivation
	2. The Curriculum Office inactivates the courses the following academic year.
	3. The Curriculum Office updates the course in the Student Information System and in CCWD Webforms
2. The department identifies a need for a course inactivation
	1. The department assesses the need and impact of the course inactivation
	2. The department discusses the course inactivation with the Division Dean.
	3. The department submits written notification of the course inactivation to the Curriculum Office. The notification includes course number, course title, date of inactivation, and reason for inactivation
	4. The Curriculum Office gets Division Dean written approval for the course inactivation
	5. The Curriculum Office puts the course inactivation on the next Curriculum Committee Agenda for approval. See Time Constraints for Agenda Item Deadlines.
	6. The Curriculum Office requests and receives confirmation that the owner of the course, or other representative, will present the course at the scheduled Curriculum Committee meeting.
	7. The owner of the course presents at the next Curriculum Committee meeting to answer questions posed by the Committee
	8. Curriculum Committee reviews and approves the course inactivation during the meeting.
	9. The Curriculum Office updates the course in the Student Information System and in CCWD Webforms.

***Course Reactivation***1. The department identifies a need for a course reactivation.
2. The department assesses the need and impact of the course reactivation.
3. The department discusses the course reactivation with the Division Dean.
4. The department reviews the course content in the Online Course/Outline Submission System and updates the course as needed.
5. The Curriculum Office reviews the course.
6. The Curriculum Office forwards the course to a Curriculum Committee Outline Review Team if updates were made.
7. A Curriculum Committee Outline Review Team reviews and recommends the course for approval if updates were made.
8. The Curriculum Office puts the course on the next Curriculum Committee Agenda for approval. See Time Constraints for Agenda Item deadlines.
9. The Curriculum Office requests and receives confirmation that the owner of the course, or other representative, will present the course at the scheduled Curriculum Committee meeting.
10. The owner of the course presents at the next Curriculum Committee meeting to answer questions posed by the Committee
11. Curriculum Committee reviews and approves the course during the meeting.
12. The Curriculum Office enters the approved course edits in the Student Information System and in CCWD Webforms.
13. The Curriculum Office sends a course marked as Related Instruction or General Education to the Related Instruction or General Education Sub-Committee, respectively.
14. The appropriate Sub-Committee evaluates the course according to the Related Instruction or General Education criteria.
15. The appropriate Sub-Committee recommends the course for approval for Related Instruction or General Education.
16. The Curriculum Office puts the course on the next Curriculum Committee Agenda for Related Instruction or General Education approval. See Time Constraints for Agenda Item Deadlines.
17. Curriculum Committee reviews and approves the course for Related Instruction or General Education during the meeting.
18. The Curriculum Office updates the course information in the Student Information System.
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| **Process Output:** | The output for this process is a course outline for a new or updated course. |
| **Exceptions to Normal Process Flow:** | 1. Curriculum Committee meets the first and third Fridays, Fall Term through Spring Term.
2. Any courses that are not reviewed by the Curriculum Committee by the end of the academic year are reviewed during the following academic year.
3. New courses, inactivations, or reactivations that go to Curriculum Committee but do not have representation may be denied if questions and concerns cannot be answered and addressed during the meeting. This can result in a denial or a delay of approval.
4. The Curriculum Office notifies the submitter if the course is not approved by the Committee.
5. Departments notify the Curriculum Office if they are planning to offer a course that would otherwise be inactivated according to the three-year inactivation rule.
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| **Time Constraints and Processing:** | 1. Course creation and edits that are received and reviewed by the Curriculum Committee Outline Review Team by Thursday of the week prior to a Curriculum Committee meeting are reviewed during the next meeting. New courses or course edits that are approved by the Curriculum Committee Outline Review Team during a week that the Curriculum Committee meets are reviewed not at the next meeting, but the following meeting. This is to insure that the Committee has sufficient time to review the course information.
2. The Curriculum Office updates the Student Information System and course information to CCWD within one week of Curriculum Committee approval.
3. Equivalent courses are brought forward at the same time for approval to ensure accuracy.
4. CCWD approval can take up to 4-6 weeks or more
5. Course creation, edits, inactivation, and reactivations can take up to 12 weeks or longer to complete
6. The Implementation Times document has specific information regarding when new courses, course edits, course inactivations, and course reactivations take effect.
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