New Course

Department

The department identifies a need for a new course.

The department assesses the need and impact of a new course prior to Division Dean approval.

The department discusses the new course with the Division Dean.

The department submits the course content in the Curriculum Management System.

The course submitter is notified that the outline was not approved.

The Division Dean approves the new course

No

Yes

The owner of the course presents at the Curriculum Committee meeting to introduce the course and answer questions posed by the Committee

Curriculum Office

The Curriculum Office reviews the course and requests approval from the Division Dean.

The Curriculum Office forwards the course to a Curriculum Committee Outline Review Team.

The Curriculum Office puts the course on the next Curriculum Committee Agenda for approval.

The course is marked as Related Instruction or General Education.

No

Yes

The Curriculum Office enters the approved course information in the Student Information System and in CCWD Webforms, if applicable.

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.

The Curriculum Office puts the course on the next Curriculum Committee Agenda for Related Instruction or General Education approval.

The Curriculum Office enters the approved course information in the Student Information System and in CCWD Webforms, if applicable.

Curriculum Committee

An Outline Review Team reviews and recommends the course for approval.

No

Yes

Curriculum Committee reviews and approves the course during the meeting.

No

Yes

The appropriate Sub-Committee reviews the course for approval for Related Instruction or General Education and informs submitter of recommendation.

The appropriate Sub-Committee presents their recommendations to the Committee

Curriculum Committee reviews and approves the courses recommended for Related Instruction or General Education during the meeting.

Yes

No

DRAFT

Course Edit

Department

The department identifies a need for a course edit.

The department assesses the need and impact of the course edit.

Iii. The department discusses the course edit with the Division Dean.

Iv. The department updates and submits the course content in the Curriculum Management System.

The course submitter is notified that the outline was not approved.

Curriculum Office

The Curriculum Office reviews the course and forwards it to a Curriculum Committee Outline Review Team.

The Curriculum Office puts the course on the next Curriculum Committee Consent Agenda for approval.

The course is marked as Related Instruction or General Education.

No

Yes

The Curriculum Office enters the approved course information in the Student Information System and in CCWD Webforms, if applicable.

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.

The Curriculum Office puts the course on the next Curriculum Committee Agenda for Related Instruction or General Education approval.

The Curriculum Office enters the approved course information in the Student Information System and in CCWD Webforms, if applicable.

Curriculum Committee

An Outline Review Team reviews and recommends the course for approval.

No

Yes

Curriculum Committee reviews and approves the course during the meeting.

Yes

No

The appropriate Sub-Committee reviews the course for approval for Related Instruction or General Education and informs submitter of recommendation.

The appropriate Sub-Committee presents their recommendations to the Committee

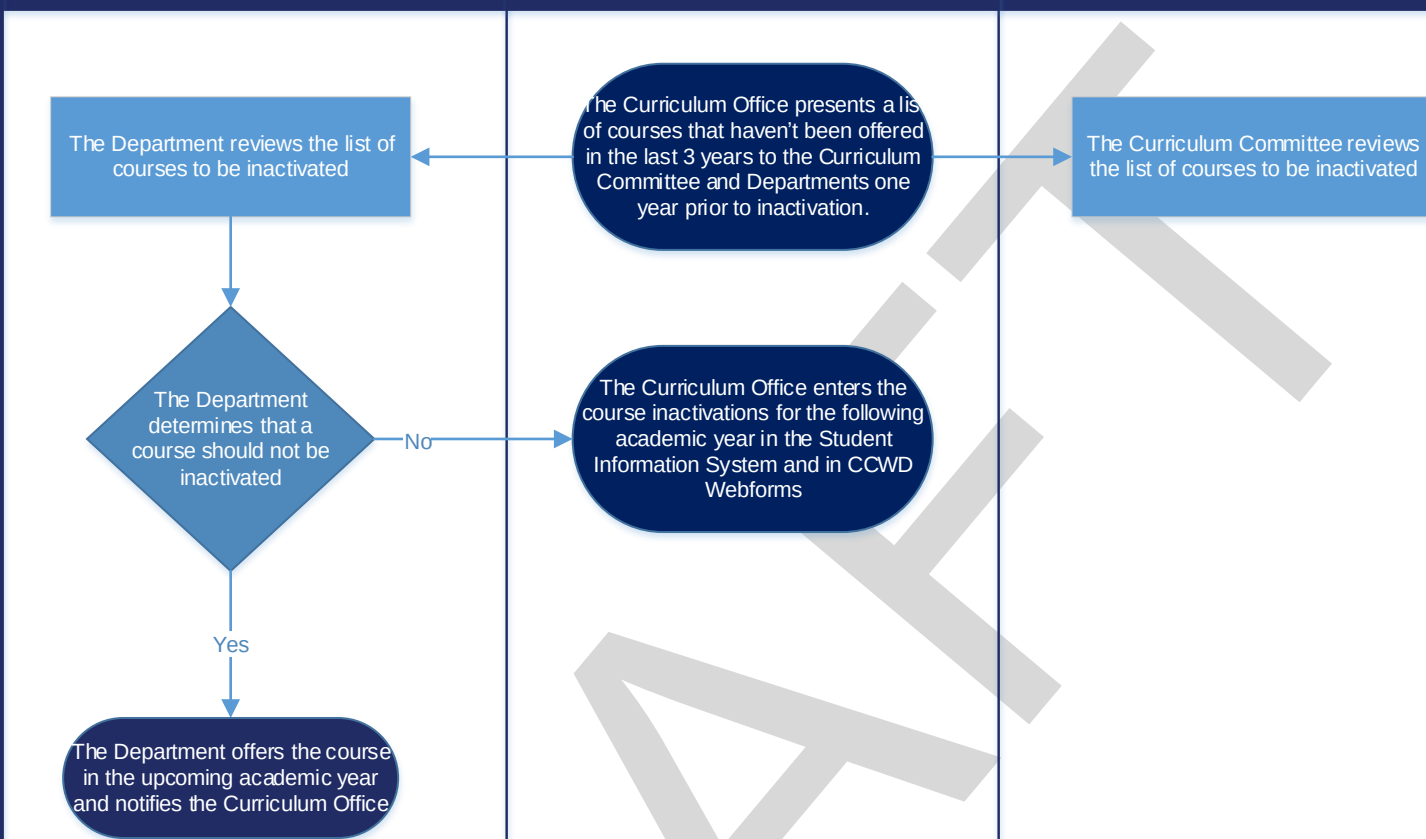
Curriculum Committee reviews and approves the courses recommended for Related Instruction or General Education during the meeting.

Yes

No

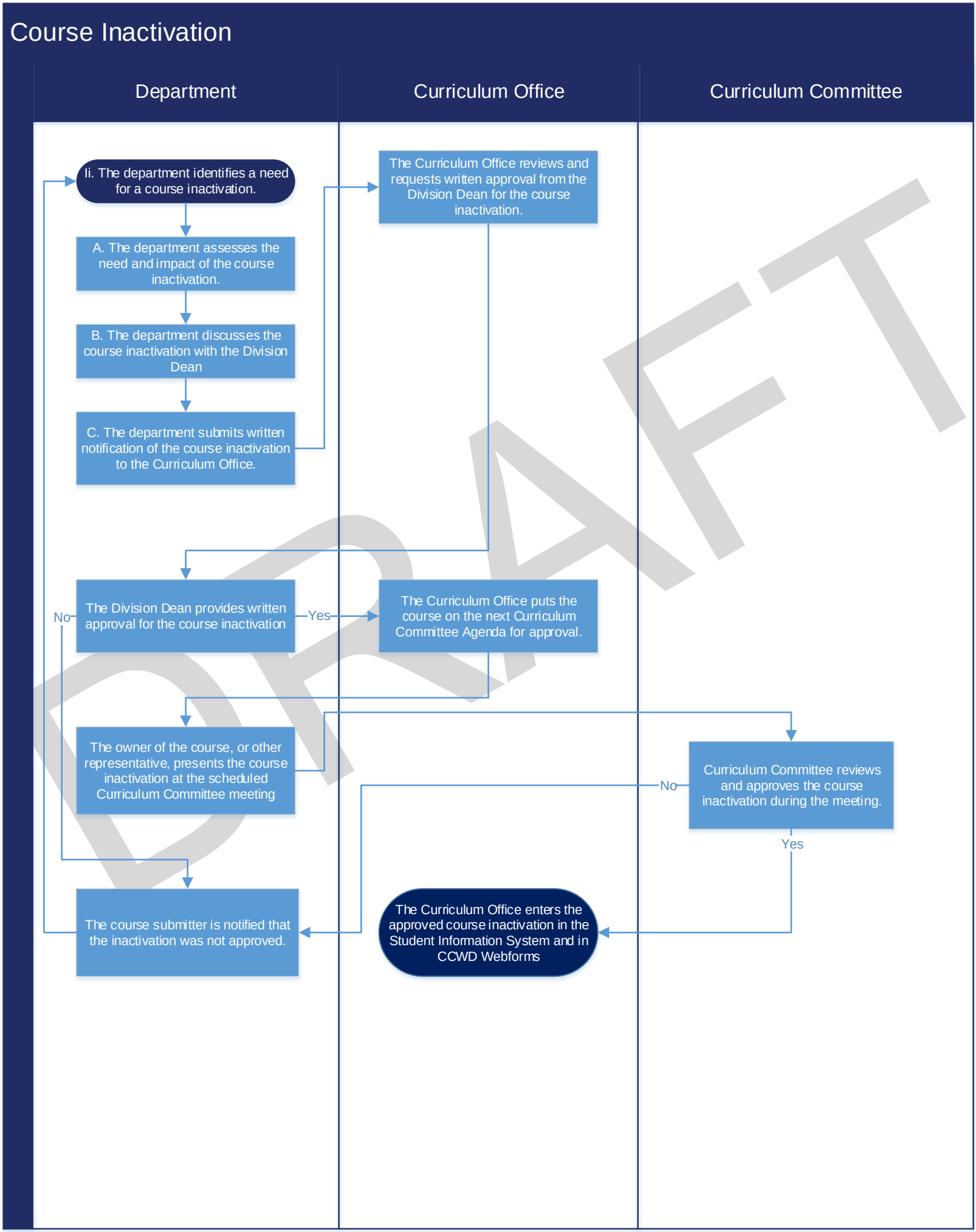
DRAFT

Course Inactivation – 3 Year Inactivation



DRAFT

Course Inactivation



DRAFT

Course Reactivation

Department

The department identifies a need for a course reactivation.

The department assesses the need and impact of the course reactivation.

The department discusses the course reactivation with the Division Dean.

The department reviews the course content in the Curriculum Management System and updates the course as needed.

The course submitter is notified that the outline was not approved.

The owner of the course presents at the Curriculum Committee meeting to answer questions posed by the Committee

Curriculum Office

The Curriculum Office reviews the course.

The Curriculum Office forwards the course to a Curriculum Committee Outline Review Team if updates were made.

The Curriculum Office puts the course on the next Curriculum Committee Agenda for approval.

The course is marked as Related Instruction or General Education.

No

Yes

The Curriculum Office enters the approved course information in the Student Information System and in CCWD Webforms, if applicable.

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.

The Curriculum Office puts the course on the next Curriculum Committee Agenda for Related Instruction or General Education approval.

The Curriculum Office enters the approved course information in the Student Information System and in CCWD Webforms, if applicable.

Curriculum Committee

An Outline Review Team reviews and recommends the course for approval.

No

Yes

Curriculum Committee reviews and approves the course during the meeting.

Yes

No

The appropriate Sub-Committee reviews the course for approval for Related Instruction or General Education and informs submitter of recommendation.

The appropriate Sub-Committee presents their recommendations to the Committee

Curriculum Committee reviews and approves the courses recommended for Related Instruction or General Education during the meeting.

Yes

No

DRAFT