

# 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 in writing 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

Curriculum Office reviews the course outline 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

Course is approved by Curriculum Committee?

Curriculum Office updated Colleague and submits course information to CCWD via WebForms

