Course Edit

Department	Curriculum Office	Curriculum Committee

The department identifies a need for a course edit.

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

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

No

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

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

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

Yes

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.

The course is marked as Related Instruction or General Education.

No

Curriculum Committee reviews and approves the course during the meeting.

Yes

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

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

The appropriate Sub-Committee presents their recommendations to the Committee

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

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

Yes

No