New Course Proposal: Approval Path/Steps

Step 1. Submitter gets approval to create a new course from the Department Chair and Cluster Dean

Step 2. Submitter creates a draft proposal for the new course in the Curriculum Module of SIS, AKA CATS (clone existing course from discipline)

- Update course content
- Completes the New Permanent Course Proposal form
- Complete Content Review form for each prerequisite and/or advisory course listed

Step 3. Submitter prints and signs copies of the draft proposal and related forms to submit, along with the Course Outline of Record (COR) to Department Chair for signature

Step 4. Submitter submits packet to Dean pending approval by the Cluster Tech Review (CTR) Committee

Step 5. Cluster Dean's office sends new course announcement email to **DL.STAFF.ALL** informing the college community of a new course proposal

Step 6. Course packet retained in the Dean's Cluster office and Cluster Tech Review Form filled out and attached to course packet

Step 7. CTR Committee reviews the course and gives feedback on the Technical Review Worksheet, with the submitter or a representative in attendance to answer questions about the course

Cluster Tech Review Committee reviews the following (see cover sheet):

- Check the "Effective Date" (Fall effective date is required unless preapproved by Curriculum Dean)
- Check that all original signatures have been obtained
- Check relationship of hours to units, as well as duration (minimum and maximum weeks). If there are any concerns that the CTR Committee can't answer through Part 4.7 of the *Handbook,* the submitter should be directed to consult with the Curriculum Dean
- Review Course Description and the completeness of the course content, including SLO's, Topics & Scope, Assignments and Methods of Evaluation
- Content Review Forms: if there are prerequisites, co-requisites, and/or advisories, there should be a content review form for each course
- Limits on Enrollment Form: This needs to be included if there are any limits on enrollment listed on the Course Outline.
- Textbook format: the listing should be in the format of the Handbook, and titles should be in title case, not all capitals. (classic) should be added at the end for any textbooks 5 years or older
- ***All courses should be part of an existing or future program of study so please submit Certificate or Major Revision forms with course proposal the course packet packet***

Step 8. Submitter responds to feedback and returns course outline with corrections and Technical Review Worksheet signed by Submitter, Department Chair and Cluster Dean

Step 10. Course packet is turned into Curriculum office to be reviewed by Curriculum Technician, Dean of Curriculum and CRC co-chair

Step 11. Course is placed on CRC (Curriculum Review Committee) agenda AND **submitter or a representative needs to be present at the CRC meeting**

Step 12. After CRC approval, Course is updated in SIS and added to the Board of Trustees agenda for approval

Step 13. After Board of Trustees (local) approval the course is submitted to the State Chancellor's Office

Step 14. CRC course approval is published in the CRC minutes and can also be checked by looking up the course and checking the status and comments

New Course Proposal: Approval Path/Steps

Additional Considerations for New Course Proposals

1. If a new course is being considered for UC transferrable (course number 1-99) the following steps must be completed before it can be submitted to the Curriculum office:

   ➢ The course packet should include comparables from another UC and appropriate additional forms completed as to what the course is applying for in transferability and GE requirement grid (forms are available in SIS Forms tab)

   ➢ UC approval submissions take place in the summer following a school calendar year. Approvals will be effective for Fall term a full year in the future (Example: If a course is submitted for UC transferrable in Spring 2015, then the course will be ready to offer after approval Fall 2016)

   ➢ The course needs to submitted to the GE subcommittee as soon as the paperwork is complete and/or submitted to the Curriculum Office (Kate Hickman is subcommittee chair)

   ➢ GE subcommittee approval recommendation and the course need to be moved forward together on the same CRC agenda

2. After CRC and Board approval the course will remain frozen in SIS and will be submitted for UC approval.
3. After notification of UC approval the Curriculum Office will notify the submitter, Department and Cluster Dean.
4. The course will be put into approval status in SIS and schedulers will be notified.