

## Course Revision: Step by Step

**Step 1.** Submitter creates a draft proposal for the new version of the course in the Curriculum Module of SIS, AKA CATS

- Update course content
- Complete the Changes to Existing Course form
- Complete Content Review form for each prerequisite and/or advisory

**Step 2.** 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 3.** Submitter submits packet to Dean pending approval by the Cluster Tech Review (CTR) Committee

**Step 4.** Course packet retained in the Dean's Cluster office and Cluster Tech Review Form filled out and attached to course packet

**Step 5.** 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 Cluster Tech Review Committee can't answer through Part 4.7 of the *Handbook*, the submitter should be directed to consult with the Curriculum Dean.
- Check Basic Information to see that Certificate/Major Applicable courses are coded correctly
- 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

**Step 6.** Submitter responds to feedback and returns course outline with corrections and Technical Review Worksheet signed by Submitter, Department Chair and Cluster Dean

**Step 7.** Course packet is turned into Curriculum office to be reviewed by Curriculum Technician, Dean of Curriculum and CRC co-chair

**Step 8.** Course is placed on CRC (Curriculum Review Committee) Consent Agenda for minor changes AND major changes will bump the item to the CRC Action Agenda **submitter needs to be present**

**Step 9.** After CRC approval, Course is updated in SIS and added to the Board of Trustees agenda for approval

**Step 10.** After Board of Trustees (local) approval the course is submitted to the State Chancellor's Office

**Step 11.** 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