1.0 Originator PreLaunch:

Position & Responsibilities: The Faculty Author (or Originator) submits the course proposal in CurricUNET (ideally after consulting on it with department faculty) and subsequently tracks the proposal and makes required changes and/or consults about requested changes with other department faculty, curriculum representative, faculty chair, and/or division dean on the appropriateness of the requested changes.

2.0 Dean Review:

Position & Responsibilities: The Faculty Chair/Division Dean reviews proposals using the Checklist of Need, Scope, Feasibility, and Compliance, forwards approved proposals for curriculum review, and forwards faculty-identified library/learning resource needs, if any, to the library/learning specialist.

3.0 Articulation Review:

Position & Responsibilities: The Articulation Officer reviews credit courses to determine if they adhere to criteria required to meet Title 5 and CO's standards for local AA GE and C-ID, transferability to CSU/UC, and GE designation (by CSU-GE and IGETC).

4.0 Technical & Documentation Review:

Position & Responsibilities: The Curriculum Analyst reviews proposals for completeness and compliance, making sure all fields, especially codes, are filled in.

5.0 Curriculum Committee Faculty Co-Chair:

Responsibilities: The CC Faculty Co-Chair assigns proposals to DE Review, if applicable, then to a CC Faculty Representative for review, and finally, when ready, to the CC agenda. The CC Faculty Co-Chair also convenes and sits on subcommittees, sending out agendas, keeping minutes, etc.

6.0 Distance Education Review:

Position & Responsibilities: The DE Reviewer is a faculty member and also a Curriculum Committee member with DE teaching experience selected by the CC Faculty Co-Chair. The DE Reviewer reviews proposals that are taught fully online or as hybrid for indication that they have been adapted to DE delivery modes. The DE Reviewer will consult with the DE committee as needed to ensure compliance. **Note:** Proposals in CurricUNET do not indicate that a course must be taught in DE format or dictate how a specific course must adapted to DE delivery; rather, they propose the possibility of offering it in DE format and indicate possible ways for the course to be adapted.

7.0 Library Review:

Position & Responsibilities: The Library/Learning Specialist reviews all course proposals and communicates with faculty about available resources.

8.0 Faculty Review:

Position & Responsibilities: Curriculum Committee Faculty Representatives review course proposals assigned to them by the CC Faculty Co-Chair. Reviewers focus on making sure that the proposals are complete and that the public aspects of the proposal, especially the Catalog Description, are clear and appropriate (in terms of wording of the outcomes and objectives as verb phrases and 7-year recency of at least one textbook. (Proposals indicate possible not mandatory textbooks.) Other than completeness, clarity, and the appropriateness indicated above, Faculty Reviewers make suggestions for improvements.*

9.0 Curriculum Committee Agenda: **Position & Responsibilities:** The Faculty Co-Chair puts proposals that have completed the review process on the agenda. The committee members are expected to review all proposals on the agenda ahead of the meeting and to come to the meeting prepared to discuss and vote on whether or not to recommend proposals for approval to the Academic Senate.
Academic Senate Agenda: (step outside of CurricUNET) **Description:** Proposals are submitted to the Academic Senate with the Curriculum Committee's recommendation for approval. **Position**: Curriculum Committee Faculty Co-Chair enacted by the Curriculum Analyst
Board of Trustees Agenda: (step outside of CurriCUNET) **Description**: Proposals are submitted to the BOT with The Academic Senate's recommendation for approval. **Position:** Curriculum Committee Faculty Co-Chair enacted by the Curriculum Analyst
10.0 Implementation: **Description**: Approved courses are submitted to Chancellor's Office (for new courses for charter/assignment of Course Control Number) and submitted to external bodies, as relevant, for articulation, and implemented locally once externally approved. **Position**: Curriculum Analyst (submission to CO and local implementation) **Position:** Articulation Officer (submission to external bodies for articulation, specifically, UC transferability, articulation & transfer GE designation, and C-ID approval for ADTs).

After each step, it is possible for a COR to be returned to the Originator (faculty author) with requested changes. (Returns are a half step behind, so if the faculty reviewer returns the COR to the originator, the request changes step would be 8.5.)

*Faculty Authors may choose to make suggested changes or consult with their department, faculty chair/division dean and/or CC representative and make only the changes they collectively deem appropriate.

Prereq/Coreq, Local GE Designation, and/or Discipline Placement subcommittees are convened, if necessary.

Requests for Local GE designation should identify the local GE area or areas being requested and should be emailed by the Faculty Author to the Curriculum Committee Faculty Co-Chair and the Articulation Officer.

1.0 Originator PreLaunch

Position: The Faculty Author submits the program proposal in CurricUNET (ideally after consulting with the department).

2.0 Checklist of Need, Scope, Feasibility, Compliance, & Resource Needs

Position: Division Chair/Dean

> **New Program Taskforce Convened: (step outside of CurricUNET)**
> Faculty Author, Faculty Chair (if applicable), division dean, Articulation Officer, AS president, VPAA, 1 additional faculty member (often the Curriculum Committee Faculty Co-Chair)

3.0 Technical & Documentation Review

Description: All materials, including the Program Narrative, etc., must be received before the proposal can go through the review process. For TMC's, ADT's must be received (often obtained from the Articulation Officer).

Position: Curriculum Analyst

4.0 Faculty, Articulation, & Technical Review

Positions & Responsibilities: The Curriculum Committee Faculty Co-Chair, Articulation Officer, and Curriculum Analyst meet and review program proposals together, determining any necessary changes, which are communicated to the Faculty Author.

5.0 Articulation Review

Description: The Articulation Officer determines transfer degree (ADT) program compliance with the Chancellor's Office.

6.0 Curriculum Committee Agenda

Description: Once the Faculty Author makes the necessary changes to the proposal, the proposal is placed as an action Item on the Agenda (to recommend for approval to Academic Senate).

Position: Curriculum Committee Faculty Co-Chair

> **Academic Senate Agenda (outside of CurricUNET)**
>
> **Description:** Proposals are submitted to Academic Senate with recommendation for approval
>
> **Position:** Curriculum Committee Faculty Co-Chair

> **Board of Trustees Agenda (outside of CurricUNET)**
>
> **Description:** Submitted to BOT for approval
>
> **Position:** Curriculum Committee Faculty Co-Chair

7.0 Implementation

Description: Implemented locally and submitted to Chancellor's Office (after all courses in the program have been approved)

Position: Curriculum Analyst

1.0 Originator PreLaunch **Position:** Faculty Author submits the course or program archive proposal in CurricUNET.
2.0 Division Impact Review: Identification of Courses/Programs in the Division which will need to be revised due to archival. **Position:** Faculty Chair/Division Dean
3.0 Impact Review: Identification of any programs/courses (especially those outside the course/program being archived) that will be impacted by archival and need to be revised prior to implementation. **Position:** Curriculum Analyst
Program Archival Taskforce Convened: Faculty Author, Faculty Chair (if applicable), Division Dean, Articulation Officer, AS President, VPAA, 1 additional faculty member (often the Curriculum Committee Faculty Co-Chair)
4.0 Curriculum Committee Faculty Co-Chair reviews and determines term of implementation (contingent upon revision of affected courses and programs)
5.0 Curriculum Committee Agenda **Description:** Consent Item on Agenda (to recommend for approval to Academic Senate) **Position:** Curriculum Committee Faculty Co-Chair
6.0 Academic Senate Agenda **Description:** Submitted to Academic Senate with recommendation for approval **Position:** Curriculum Committee Faculty Co-Chair
7.0 Board of Trustees Agenda **Description:** Submitted to BOT for approval **Position:** Curriculum Committee Faculty Co-Chair
8.0 Implementation **Position:** Curriculum Analyst