New Course Proposal, Course Deletion, Course Edit Process

Department	Curriculum Office	ILT/Curriculum Committee

The Department identifies a need for a course edit, new course, or course deletion

The Department assesses the need and impact of the course edit, addition, or deletion

The Department discusses the course edit, addition, or deletion with the Associate Dean of Academic Affairs

The Department submits the course edit form to the Curriculum Office

The submitter is notified that the outline was not approved

Curriculum Office reviews* the course and forwards it to the Chair of the Instructional Leadership Team.

*If course addition, deletion, or edit affects an existing degree or certificate, then see Degree and Certificate Modification Flowchart

Curriculum Office puts the course on the next College Council Agenda

ILT Chair and Curriculum Coordinator review and recommend the course for approval — No / Yes

ILT reviews and recommends course during the meeting* — Yes / No

*Instructor or designated department representative is encouraged to attend the meeting

College Council recommends course for approval (2 readings) — No / Yes

Chief Academic Officer Approves Course Modification or Addition — No / Yes

Curriculum Office enters the approved course into Campus Nexus, Webforms, and Catalog.