

## Approval Process for New Course or Course Revision

Received request from \_\_\_\_\_ Date \_\_\_\_\_

### **COURSE PROPOSAL -- Department**

Consult with Department to answer questions below Date \_\_\_\_\_

1. What is the purpose for the new course or course revision?
2. How does this change benefit students and/or learning?
3. What internal/external data sources have you used to provide support for this new course or course revision?
4. In what ways do these data demonstrate the need for this course or course change?
5. Complete CIG form, including supporting documents. Work with Office of Instruction Curriculum Coordinator if there are questions.

### **OFFICE OF INSTRUCTION REVIEW**

Meet with Office of Instruction for review of proposed change Date \_\_\_\_\_

Justification of request

- Provide data to support the requested change.
- Discuss impact to existing programs or courses.
- Determine any additional resources required (library, supplies, instructor workload)
- List any additional student fees requested (all fees approved by Institutional Resource Committee)

Resource Commitment secured (if needed) Date \_\_\_\_\_

### **PREPARE CURRICULUM PACKAGE**

Date \_\_\_\_\_

- Complete Course Information Guide (CIG) form
- Submit course syllabus with outcomes; use syllabus template
- Submit additional justification if course is proposed as a foundational or discipline studies course or to meet Computer Literacy, Human Relations or Cultural Competency requirements.
- Review existing curriculum to look for overlap with existing courses
- Consult affected departments
- List Program Degree & Certificate Requirement impacted by change (template)

### **PACKAGE REVIEW BY OFFICE OF INSTRUCTION**

Date \_\_\_\_\_

**ADD TO CURRICULUM COMMITTEE AGENDA**

Date \_\_\_\_\_

**CURRICULUM COMMITTEE REVIEW**

Date \_\_\_\_\_

If course change is approved, work with Advising and Office of Instruction to:

- Update Advising Guides
- Update catalog and web pages
- Update Degree checklists
- Notify educational partners (including Early College Credit) of the change