Curriculum Change Process Map

Questions about this process? Contact the campus Instructional Designer.

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1 Application Procedures

Note: A Master Course Outline (MCO) form is required for each new OR revised course.

Minor changes: No changes to course title, number of credits, or Student learning outcomes (SLO's). *See note concerning delivery mode*.*

Faculty sends new MCO(s) to their dean for approval.

Dean sends MCO(s) to Accreditation Liaison Officer (ALO) for documentation.

Process complete: Ready to instruct.

Major / Substantive changes: Changes to course title, number of credits, or SLO's. **See note concerning delivery mode.*

Master Course Outline (MCO) form completed and approved.

Curriculum Guide Form completed.

Program of Study (POS) form Draft.

Program Advisory Board approval requested.

Program Advisory Board approval documented.

Continue to Vetting Procedures.

Concerning Delivery Mode*
Changes in Course Delivery Mode (Online, face-to-face, etc.) for more than 50% of courses in a program constitutes Major / Substantive Changes.

2 Vetting Procedures

Faculty submits all completed application procedures documentation to the Assistant to the Executive Vice President (EVP) for distribution to Assessment Committee (AC) and Curriculum Committee (CC).

AC approves SLO's in MCO's as written.

AC recommends revision of SLO's in MCO's.

Faculty/Dean presents Course Change Proposals in CC meeting.

CC recommends approval as written.

CC recommends revision and resubmission.

EVP submits course change documentation to State Board of Community and Technical Colleges (SBCTC).

SBCTC Approves changes.

EVP authorizes Dean/faculty to launch course.

Continue to Course Launch Procedures.

3 Course Launch Procedures

Faculty/Dean posts completed forms to "All Bates" Repository:

- ***MCO***
- ***Curriculum Guide***
- ***CourseDescription***
- ***Program of Study***
- ***Syllabi***

Faculty/Dean completes Class Planning Form and forwards it to the Director of Finance.

Director of Finance: Attaches fees to course. Forwards Class Planning Form to Education System Specialist (ESS).

ESS uses completed forms to assign course item numbers. ESS forwards POS Final to "All Bates" Repository. ESS informs faculty that course is ready.

ESS informs ALO of completed course changes.

ESS notifies Communications for website update.

ESS notifies College of updated curriculum.

Process complete: Ready to instruct.

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