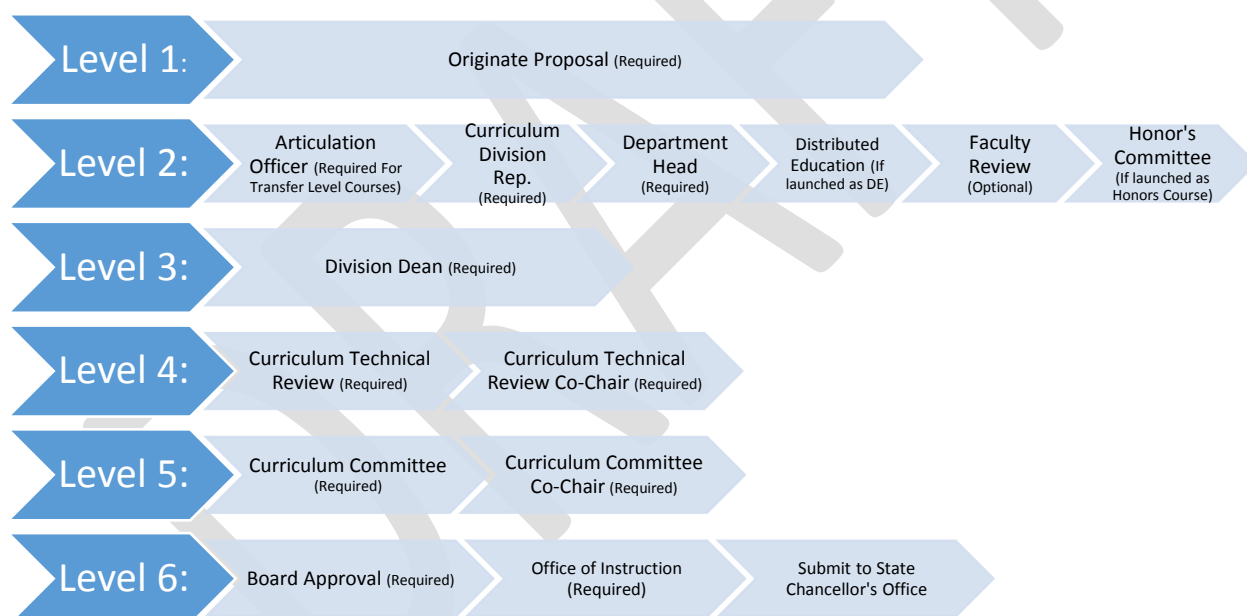# Chapter 3: Curriculum Approval Process

Proposal Submission Timelines

Curriculum proposals for each academic year must be submitted in CurricUNET by no later than the last day in October. Proposals will be reviewed through the stated curriculum process during the Fall Semester and submitted to the Board of Trustees on an as need basis. Proposals may be carried over for review and approval into the Spring Semester. Proposals for new course or programs, and course or program revisions submitted in the Fall Semester will be implemented in the Fall of the following academic year after publication in either the Catalog or Catalog Addendum.

Curriculum Approval Process

Level 1: Originate Proposal

Once a curriculum proposal is launched by the originator, e-mails are sent to the following users to begin the approval process:

Level 1:	Originate Proposal (Required)				
Level 2:	Articulation Officer (Required For Transfer Level Courses)	Curriculum Division Rep. (Required)	Department Head (Required)	Distributed Education (If launched as DE)	Faculty Review (Optional)	Honor's Committee (If launched as Honors Course)
Level 3:	Division Dean (Required)				
Level 4:	Curriculum Technical Review (Required)	Curriculum Technical Review Co-Chair (Required)			
Level 5:	Curriculum Committee (Required)	Curriculum Committee Co-Chair (Required)			
Level 6:	Board Approval (Required)	Office of Instruction (Required)	Submit to State Chancellor's Office		

Level 2

The originator of the proposal, as well as any co-contributors, is allowed access to the proposal during this stage and make changes.

Level 2 Approvals	Optional/Required	Timeline	Default to Next Level
Articulation Officer	(Required for transfer level courses number 100 and above)	5 Days	Will default to next level after 10 Days
Curriculum Committee Division Representative	Required	5 Days	Will default to next level after 10 Days
Department Head	(Required)	5 Days	Will default to next level after 10 Days
Director of Distributed Education and Honors Committee	(Required if the proposal includes that type of delivery).	5 Days	Will default to next level after 10 Days
Faculty Review	Optional	5 Days	N/A
Honor's Committee	(Required if the proposal includes that type of delivery).	5 Days	Will default to next level after 10 Days

Level 2 Actions:

The actions for the Curriculum Committee Division Representative, Department Head, and Articulation Officer are:

"Reviewed" (Proposal moves to the next level)

"Reviewed and changes needed" (Proposal is returned to the originator for changes, and the proposal has to be resubmitted)

"Reviewed with suggestions" (Proposal moves to the next level despite suggestions)

Note: If no action is taken by a person in **10 working days***, that person has forfeited his/her chance to take an action for this proposal at this level, and the proposal defaults to the next level.*

The actions for Director of Distributed Education and the Honors Committee are:

"Approve" (Proposal moves to the next level)

"Disapprove" (Proposal is returned to the originator for changes, and the proposal has to be resubmitted)

Note: The committee assumes some collegial consultation has already taken place within the department before the proposal is launched. We encourage this to be the case. The department faculty members are encouraged, but not required, to participate in the electronic discussion on CurricUNET. This is an opportunity for more collegial consultation. It is the same with the curriculum committee representatives from that division. This is a good opportunity for the originator to get advice from a curriculum committee member, and to possibly avoid problems later on.

Level 3: Division Dean

Once the proposal is launched to Level 3, the originator can no longer access the proposal for editing purposes, unless given access by the curriculum committee.

Level 3 Approvals	Optional/Required	Timeline	Default to Next Level
Division Dean or Department Director	Required	5 Days	Will default to next level after 10 Days

Level 3 Actions:

The dean can take two actions:

"Reviewed" (Proposal is launched to the Curriculum Technical Review Committee)

"Reviewed and changes needed" (Proposal is returned to the originator for changes, and the proposal has to be resubmitted)

The Dean has five working days to review the proposal and take an action before the Dean forfeits his/her chance to comment on the proposal and the system defaults the proposal to the next level.

Level 4: Curriculum Technical Review

At this level the proposal is reviewed by the Curriculum Technical Review Committee members.

Level 4 Actions:

"Hold for changes" (Proposal is returned to "pending" status so the originator can make changes and take action, submitting "Requested Changes Completed". This will return the proposal to Technical Review)

"Approve" (Proposal is launched to the Curriculum Committee)

Level 5: Curriculum Committee

At this level the proposal is reviewed by the Curriculum Committee members.

Level 5 Actions:

"Hold for changes" (Proposal is returned to "pending" status so the originator can make changes and take action, submitting "Requested Changes Completed". This will return the proposal to the Curriculum Committee)

"Disapprove" (Proposal would be sent back to the originator and would have to be resubmitted)

"Approve" (Proposal is sent on to the Board of Trustees)

Level 6: After Local Approval

Once the new program or new course is Board Approved, the Office of Instruction will contact the Department Chair and area Division Dean responsible for the proposed program or course requesting the necessary forms and required documentations to obtain approval from the California Community College (State) Chancellor's Office, as well as from ACCJC (Accrediting Agency) for substantive changes, if necessary.

Approving Proposals in CurricUNET

You will receive an e-mail from CurricUNET with a notification with directions below:

Login on To Curricunet

1. Click on link titled "My Approvals" under Track on the left side of the page.
2. Select appropriate role from the drop down box. Click "Next".
3. A list of approvals waiting for you will be displayed.
4. Click on the "Action" Button next to the approval process you want to take action on.
5. Enter any comments related to the approval (remember everyone can view your comments).
6. Select action you wish to take and click save.
7. The "My approvals" page will be displayed, with any additional approvals for the select role.

Options for approval may include:

Reviewed (proposal moves forward in the approval process)

Reviewed and Changes Needed (proposal is *returned to originator*)

Reviewed with Suggestions (proposal moves forward in the approval process)