

Steps in Course Review and Approvals

San José City College

Step	Action	Timeline
1	<p>Faculty consults with colleagues regarding a proposed new course or course revision.</p> <p>Note: Course(s) at EVC must be considered if course is similar for purposes of equating. Proposer/Dean contacts College Curriculum Coordinator or Articulation Officer if questions.</p>	Varies
2	<p>Faculty (Originator) creates new/revised course outline utilizing CurricUNET curriculum management software CurricUNET and when complete launches course into curriculum review process.</p> <p>(First time user's should reference page 4 of CurricUNET User's Manual to log in CurricUNET User's Manual)</p>	Varies
3	<p>The Division Dean reviews course for full development of content, SLOs, etc. and completes details on the Codes tab (first level review). Dean uses CurricUNET to approve and forward course to College Curriculum Coordinator when satisfied it is ready for Instructional Policies and Curriculum Committee (IPCC) review.</p> <p>Note: Course may be sent back to proposer if more information is needed during any of the following steps in the review process (3–9).</p>	1 Week
4	<p>The College Curriculum Coordinator reviews outline for accuracy (grammar, spelling, etc.), attention to T5, local college, CSU/UC requirements (if applicable), and completion of technical details (second level review). When complete the Coordinator forwards the course for IPC Technical Committee Review.</p> <p>Note: Course proposal is scheduled to next available IPCC Technical agenda by the College Curriculum Coordinator. (The Technical Committee meets every Monday afternoon during the regular semester.) The Coordinator sends the agenda via email to IPCC members, faculty proposer, Division Dean, Academic Senate President, et al. on the Wednesday preceding the Technical meeting. The agenda includes location and time of course review. The proposer is expected to attend this meeting.</p>	1 – 2 Weeks <i>(depends on time of semester and space on agenda)</i>
5	<p>Faculty proposer and Division Dean (if possible) attends IPCC Technical meeting to discuss and answer questions related to the course under review (third level review). Once technical review is complete and appropriate changes are made to course in CurricUNET the Technical Review Chair moves the course forward for full IPCC review.</p> <p>Note: Course proposal is scheduled to next available IPCC agenda by the College Curriculum Coordinator. (The IPCC meets the second and fourth Tuesday afternoon during the regular semester.) The Coordinator sends the agenda via email to IPCC</p>	Same Day

	members, faculty proposers, Division Deans, Academic Senate President, all college faculty (including Academic Senators), et al. on the Thursday preceding the scheduled meeting. The agenda includes location and time of course review. The proposer is expected to attend this meeting.	
6	<p>Faculty proposer (or faculty designee) and Division Dean (when possible) attend IPCC and present course proposal to committee. If necessary, final proposed changes are incorporated into the course using CurricUNET during review (fourth level review) before members vote to approve the new or revised course.</p> <p>The Curriculum Committee Chair moves course to College Curriculum Coordinator in CurricUNET upon IPCC approval.</p> <ul style="list-style-type: none"> • For course revision proposal: skip to step 9. • For new course proposal: proceed to step 7. 	Same Day
7	The College Curriculum Coordinator prepares new course for submission to Board via BoardDocs. After the course is approved by the District Curriculum Coordinator, Vice President of Academic Affairs, College President, and Chancellor, the Chancellor's Office schedules new course to next available Governing Board agenda (Final review prior to board).	2 Weeks-1 month <i>(depends on time of semester)</i>
8	District Governing Board approves new course (Final local decision).	1 Week
9	<p>The College Curriculum Coordinator submits course to California Community College Chancellor's Curriculum Inventory (CCCCI).</p> <p>Note: College Curriculum Coordinator must receive approval and state generated control number unique to each new course for state reporting by the District and a faculty/District negotiated class size prior to offering the course. If the course is not new but is substantially revised the state must also generate a new control number before offering.</p>	1-3 months <i>(Depends on time of semester. New courses pending class size may take additional time)</i>
10	<p>The College Curriculum Coordinator launches and activates the new course in CurricUNET and adds new course or revises details of revised course in Datatel after State Approval.</p> <p>Note: Finalized courses are entered into Datatel for scheduling of sections per all details of the course outline. Division Deans are notified of finalization so that the course can be maintained in official college files and made available to each instructor T5 55002(c) (3) to distribute during the first class session (BP 4020.5).</p>	1 - 7 days