

4. Administrative review (2-day hold)
 - Administrative review for resource impact.
5. Technical review committee approval
 - If any technical problems are found, the proposal is sent back to the originator for edits.
6. College curriculum committee approval
 - If the course is a college-specific course the proposal is an information item for the other colleges.
 - If the course is a shared course the proposal needs approval from the majority of the colleges offering the course.
 - The proposal is made available to the articulation officer, representative librarian, and Dean of Institutional Reporting.
7. District curriculum committee approval
 - If the course is a college-specific course the proposal is an information item for the district curriculum committee.
 - If the course is a shared course the proposal needs approval from the district curriculum committee.
8. Board of Trustees approval
 - District Education Services submits the proposal to the Board of Trustees for approval.
9. State Chancellor's Office approval
 - The course is entered into COCI and receives a Course Basic (CB) number.
10. Implementation by Educational Services
 - The course may now be placed in the following catalog and scheduled.

Course Major Modification Approval Process

A major modification to an existing course is a change in the course outline of record to any of the following:

- Course title or number
- Course description
- Number of hours or units
- Requisites or entry skills
- SLOs or objectives
- Course content

Steps in the major modification approval process:

1. Proposal submission
 - The originator submits the proposal to the discipline for review.
 - Members of the discipline from all the colleges will have the opportunity to view the course proposal and make comments.
 - For Honors courses, the proposal is sent to the honors committee for review.
 - For CTE courses, the appropriate dean or vice president of career-technical education will ensure the appropriate occupational advisory committee has reviewed the proposal.
2. Discipline approval (10-day hold)
 - The vote of the discipline is recorded and attached to the proposal.
 - If the course is a college-specific course (offered at only one college) the proposal only needs the discipline approval from the college offering the course.

- If the course is a shared course (offered at more than one college) the proposal must have support from the majority of the colleges offering the course. One vote shall represent the majority vote of the discipline at each college.
3. Department approval
 - The vote of the department is recorded and attached to the proposal.
 - If the course is a college-specific course (offered at only one college) the proposal only needs the department approval from the college offering the course. The remaining college department chairs would enter N/A at this level in Curricunet.
 4. Administrative review (2-day hold)
 - Administrative review for resource impact.
 5. Technical review committee approval
 - If any technical problems are found, the proposal is sent back to the originator for edits.
 6. College curriculum committee approval
 - If the course is a college-specific course the proposal is an information item for the other colleges.
 - If the course is a shared course the proposal needs approval from the majority of the colleges offering the course.
 - The proposal is made available to the articulation officer, representative librarian, and Dean of Institutional Reporting.
 7. District curriculum committee approval
 - If the course is a college-specific course the proposal is an information item for the district curriculum committee.
 - If the course is a shared course the proposal needs approval from the district curriculum committee.
 8. Board of Trustees approval
 - District Education Services submits the proposal to the Board of Trustees for approval.
 9. Implementation by Educational Services
 - The course may now be offered in its modified form.

Course Minor Modification Approval Process

Unlike major modifications, minor modifications only require approval up to the technical review committee in the curriculum approval process. They are information items for the college and district curriculum committees.

A minor modification to an existing course is a change in the course outline of record to any of the following:

- Methods of instruction
- Methods of evaluation
- Sample assignments
- Course material

Steps in the minor modification approval process:

1. Proposal submission
 - The originator submits the proposal to the discipline for review.
 - Members of the discipline from all the colleges will have the opportunity to view the course proposal and make comments.