

Curriculum Proposal Minutes Requirements

For every proposal, please complete the [Minutes Report Form](#) and attach it to your proposal in Curriqnet with the minutes.

		District Discipline	College Discipline	District Discipline Communication	Originating Department	Honors Committee*	Discontinuance Task Force
Courses	New Course	✓			✓	*	
	Major Modification	✓			✓		
	Minor Modification	✓			✓		
	Course Deletion	✓			✓	*	
	Course Inclusion		✓	✓	✓	*	
	Course Exclusion		✓	✓	✓	*	
	Extensive Lab	✓			✓		
	RCCD GE Modification	✓			✓		
Distance Education	New DE	✓			✓	*	
	DE Modification	✓			✓		
Programs	New Program		✓	✓	✓		
	Modification		✓	✓	✓		
	Discontinuance		✓	✓	✓		✓

*Honors committee approval is required only for honors proposals.

Minutes Types

District Discipline:

A vote from the discipline at each college that offers the course. If a college does not offer the course, that college's discipline does not vote. Each college counts as a single vote on whether to approve a proposal. A majority of colleges must vote to approve the proposal in order for it to move forward.

College Discipline:

A vote from the discipline only at the college originating the proposal.

District Discipline Communication:

An e-mail notification to the district-wide discipline regarding the proposal. This is a communication to the district-wide discipline only, and not a vote of approval.

Originating Department:

A vote from the department only at the college originating the proposal.

Honors Committee:

A vote from the honors committee at each college offering the course.

Discontinuance Task Force:

A vote from the discontinuance task force per BP/AP 2021.