CURRICULUM APPROVAL PROCESS

NEW COURSES

In Summary:

CurricUNET → Curriculum Committee → Board of Trustees → Curriculum Inventory → Colleague
In Summary:

CurricUNET → Curriculum Committee → Board of Trustees → Curriculum Inventory → Colleague
NEW PROGRAMS (associate degrees and certificates of achievement)

Faculty member enters new program in CurricUNET.

Faculty member writes the supporting narrative* required by the CCCCO. The supporting narrative needs to be submitted to the dean before the program can be approved at the Dean step in CurricUNET and added to the Curriculum Committee agenda.

The dean emails the Director, Curriculum and Scheduling the following numbers for the program:
- Annual completers
- Faculty workload
- New faculty positions
- New equipment
- New/remodeled facilities
- Library acquisitions

Program is submitted to the CCCCO for approval via the Curriculum Inventory.

Program is submitted to the Board of Trustees for approval.

Program is submitted to the Curriculum Committee for approval.

Program is submitted to the Board of Trustees for approval.

If revisions are requested, the Curriculum and Scheduling Office staff will notify the dean, who will then work with the faculty to make the requested revisions.

Some revisions may need to be entered in CurricUNET and approved by the Curriculum Committee. The revised program with revisions will be submitted to the CCCCO for reconsideration.

The Curriculum and Scheduling Office receives notification from the CCCCO of program approval and notifies the dean. The Curriculum and Scheduling Office then adds the new program to the appropriate catalog.

In Summary:
CurricUNET ➔ Curriculum Committee ➔ Board of Trustees ➔ Curriculum Inventory

*Instructions for the supporting narrative are available in the Program and Course Approval Handbook (PCAH), written by the CCCCO. The PCAH is available online at http://extranet.cccco.edu/Portals/1/AA/ProgramCourseApproval/Handbook_5thEd_BOGapproved.pdf

Instructions for writing the supporting narrative for associate degrees for transfer (ADT’s) are available online at http://www.ohlone.edu/org/curriculumcomm/docs/checklistfordevelopingassicatedegrees.pdf.

9/4/2014
NEW PROGRAMS (certificates of accomplishment)

In Summary:

CurricUNET ➔ Curriculum Committee ➔ Board of Trustees

Certificates of Accomplishment are local programs and do not get submitted to the CCCC; therefore, no supporting narrative is required.
**REVISED PROGRAMS (associate degrees and certificates of achievement)**

**Faculty member enters revised program information and program justification (what changed and why) into CurricUNET.**

**Faculty member updates the supporting narrative required by the CCCC. The supporting narrative needs to be submitted to the dean before the program can be approved at the Dean step in CurricUNET and added to the Curriculum Committee agenda.**

**The dean emails the Director, Curriculum and Scheduling the following numbers for the program:**
- Annual completers
- Faculty workload
- New faculty positions
- New equipment
- New/remodeled facilities
- Library acquisitions

**Certain program revisions are submitted to the CCCC for approval via the Curriculum Inventory.**

**Program revisions are submitted to the Board of Trustees for approval.**

**Program revisions are submitted to the Curriculum Committee for approval.**

**If revisions are requested, the Curriculum and Scheduling Office staff will notify the dean, who will then work with the faculty to make the requested revisions.**

**Some revisions may need to be entered in CurricUNET and approved by the Curriculum Committee. The revised program with revisions will be submitted to the CCCC for reconsideration.**

**The Curriculum and Scheduling Office receives notification from the CCCC of program approval and notifies the dean. The Curriculum and Scheduling Office then adds the revised program to the appropriate catalog.**

In Summary:

CurricUNET ➔ Curriculum Committee ➔ Board of Trustees ➔ Curriculum Inventory

*Instructions for the supporting narrative are available in the Program and Course Approval Handbook (PCHA), written by the CCCC. The PCHA is available online at [http://extranet.cccco.edu/Portals/1/AA/ProgramCourseApproval/Handbook_5thEd_BOGapproved.pdf](http://extranet.cccco.edu/Portals/1/AA/ProgramCourseApproval/Handbook_5thEd_BOGapproved.pdf)*

A blank template for the program requirements table can be downloaded from the Curriculum Committee web page ([http://www.ohlone.edu/org/curriculumcomm/](http://www.ohlone.edu/org/curriculumcomm/)), underneath the Program Approval Process — Certificates and Degrees heading.
Faculty member enters revised program into CurricUNET and launches revised program through the approval process.

Program revisions are submitted to the Curriculum Committee for approval.

Program revisions are submitted to the Board of Trustees for approval.

The Curriculum and Scheduling Office adds the revised program to the appropriate catalog.

In Summary:

CurricUNET ➔ Curriculum Committee ➔ Board of Trustees

Certificates of Accomplishment are local programs and do not get submitted to the CCCCO; therefore, no supporting narrative is required.