NEW COURSES (CREDIT AND NONCREDIT)

Faculty member enters new course in CurricUNET and launches course through the approval process. 

Course is screened by the Curriculum Committee. 

Course is submitted to the Curriculum Committee for approval.

Course is submitted to the CCCCO for approval via the COCI, the CCCCO's online curriculum proposal system.

Course is submitted to the Board of Trustees for approval.

The Curriculum and Scheduling Office builds the new course in Colleague and notifies the Division Office of course approval.

The Division Office builds section(s) in Colleague.

In Summary:

CurricUNET → Curriculum Committee → Board of Trustees → COCI → Colleague

Noncredit courses need to be included on an accompanying noncredit certificate in order to be approved by the Curriculum Committee.
REVISED COURSES (CREDIT AND NONCREDIT)

In Summary:

CurricUNET ➔ Curriculum Committee ➔ Board of Trustees ➔ COCI ➔ Colleague
NEW CREDIT PROGRAMS (associate degrees and certificates of achievement)

Faculty member enters new program in CurricUNET.

Faculty member writes the program 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 program narrative to the Curriculum Committee Chair.

Program is submitted to the CCCCO for approval via the COCI.

Program is submitted to the Board of Trustees for approval.

The program and narrative are screened by the Curriculum Committee. The program is submitted to the Curriculum Committee for approval.

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 ➔ COCI ➔ Catalog

*Instructions for the program narrative are available in the CCCCO’s Program and Course Approval Handbook (PCAH). The PCAH is available online at

- Associate degrees: see page 88;
- Associate degrees for transfer: see page 78;
- Certificates of achievement: see pages 91-92.
- Additional documentation is required for Career Education (CE) programs; see page 84 for associate degrees and page 92 for certificates of achievement.
- A blank template for the program requirements table can be downloaded from the Curriculum Committee web page, underneath the Programs heading.
NEW CREDIT PROGRAMS (certificates of accomplishment)

In Summary:

CurricUNET ➔ Curriculum Committee ➔ Board of Trustees ➔ Catalog

Certificates of accomplishment are local programs and do not get submitted to the CCCC0; therefore, no program narrative is required.
NEW NONCREDIT PROGRAMS (certificates of completion or certificates of competency)

Faculty member enters the new noncredit certificate in CurricUNET.

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

The dean emails the program narrative to the Curriculum Committee Chair.

The program and narrative are screened and approved by the Curriculum Committee. The program is submitted to the Curriculum Committee for approval.

The program is submitted to the Board of Trustees for approval.

Program is submitted to the CCCCO for approval via the COCI.

Program is submitted to the CCCCO for approval via the COCI.

The Curriculum and Scheduling Office is notified by the CCCCO of program approval or request for revisions.

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 ➔ COCI ➔ Catalog

*Instructions for the program narrative are available in the CCCCO’s Program and Course Approval Handbook (PCAH), page 134.
REVISED PROGRAMS (associate degrees, certificates of achievement, noncredit certificates)

In Summary:

CurricUNET → Curriculum Committee → Board of Trustees → COCI → Catalog

*Instructions for the program narrative for a revised program are available in the CCCCCO’s Program and Course Approval Handbook (PCAH). Refer to page 88 (associate degrees); page 78 (ADTs); and pages 91-92 (certificates of achievement). Additional documentation is required for Career Education (CE) programs; see page 84 for CE associate degrees and page 92 for CE certificates of achievement.

A blank template for the program requirements table can be downloaded from the Curriculum Committee web page, underneath the Programs heading.
REVISED PROGRAMS (certificates of accomplishment)

In Summary:

CurricUNET ➔ Curriculum Committee ➔ Board of Trustees ➔ Catalog

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