Curriculum Approval Process

1 Course Development

- Faculty meet with curriculum leads (chair, AO, coordinator) if they have questions.
- New curriculum must complete meeting with department chair, curriculum chair, and dean before launching proposal.

2 Before launching proposal

- Meet with AO if planning to submit course for articulation.
  - New and updated curriculum must go to TCA BEFORE being submitted for Cal-GETC
- CTE programs must have new LMI and advisory minutes.
- Programs must have new/updated narratives.

3 Proposal in Maverick

- Complete curriculum proposal in Maverick.
- Attach all supporting documents (if needed).

4 Launch Proposal

- Hit launch in Maverick.
- Contact department chair so they can review proposal.
- Make sure to check Maverick at least once a week after launching a proposal in case the proposal is sent back.

5 Department Chair Approval

- Department Chair will approve or send back for revision.

6 Hub

- Coordinator will contact faculty:
  - with date of One Stop when curriculum will be tech reviewed
  - with any edits they notice that will prevent proposal from moving along.

7 One Stop

- AO, SLO Coordinator, and Tech Reviewer will contact faculty if they have any comments.
- During assigned group review, faculty will attend and discuss the requested changes to the course.

8 Curriculum Committee

- After the curriculum has been reviewed by One Stop, the proposal comes to committee for final review and approval.
- If tabled, curriculum leads will work with faculty on any issues.

9 CIPD/BACCC

- After local approval, curriculum will be placed on the next CIPD agenda.
- If new CTE program, Coordinator will submit to BACCC for endorsement.

10 BOT

- After CIPD approval, curriculum will be put on next BOT agenda.

11 State/Articulation

- After BOT approval, Coordinator will submit to COCI.
- AO will submit for articulation:
  - Dec: Cal-GETC
  - May: UC-TCA (New and updated courses must go to TCA BEFORE being submitted to Cal-GETC)
  - Ongoing: C-ID
- Once curriculum has been chaptered, curriculum can be listed in marketing.