

2019-2020 Curriculog Proposal Templates

Courses

Proposal Name	Description	Final Approval	Agenda Placement
1. Course Creation	Creates a new course in the catalog	SVPAA	Proposals, newsletter
2. Course Creation: Exploratory or Special Topics	Creates a new course under an existing umbrella; course runs 1-3 semesters and is not displayed in the catalog	CCC Co-Chairs	Proposals, no newsletter
3. Course Revision	Changes the content of a course, i.e., title, description, outcomes, prerequisite, or assessment level	SVPAA	Proposals, newsletter
4. Course Administrative Change	Administrative correction that does not impact any other discipline, course, or program, i.e., campus designation, Gen Ed status, credit by exam, max class size, combining outcomes	SVPAA	Consent Calendar, no newsletter
5. Course Editorial Catalog Correction	Corrects catalog misprints, typographical errors, or edits that do not affect curriculum content	CCC Co-Chairs	Chair's Report, no newsletter
6. Course Deletion	Permanently deletes a course from the catalog	SVPAA	Consent Calendar, no newsletter
7. Reactivate Shelved Course	Removes a course from the shelving list	SVPAA	Chair's Report, no newsletter
8. Delete Shelved Course	Deletes a shelved course from the catalog	SVPAA	Chair's Report, no newsletter

Programs (degree, area of concentration, stand-alone certificate, certificate, letter of recognition)

Proposal Name	Description	Final Approval	Agenda Placement
9. Program Creation	Creates a new program in the catalog	SVPAA / BOT / MHEC	Proposals, newsletter
10. Program Revision	Changes the content of a program, i.e., title, description, outcomes, or requirement	SVPAA (BOT and MHEC for title change, modality change, or substantial changes)	Proposals, newsletter
11. Program Administrative Change	Administrative correction that does not impact any other discipline or program, i.e., course sequence revisions	SVPAA	Consent Calendar, no newsletter
12. Program Editorial Catalog Correction	Corrects catalog misprints, typographical errors, or edits that do not affect the program content, i.e., changing advising notes	CCC Co-Chairs	Chair's Report, no newsletter
13. Program Suspension	Suspends a program from the catalog up to three years with no further enrollment	SVPAA / MHEC notification	Consent Calendar, no newsletter
14. Program Deletion	Permanently deletes a program from the catalog	SVPAA / BOT approval / MHEC notification	Consent Calendar, no newsletter