



CurricUNET Criteria and Approval Process

Minor Revisions:

1. Textbook/Resources Updates
2. Adding/Revising Student Learning Outcomes
3. Minor revisions to Course Content that do not change the over-all scope of the course (may include updating or replacing equipment/technology)
4. Minor revisions to Methods of Instruction that do not change the over-all way in which the course is taught.
5. Minor revisions to Methods of Evaluation
6. Changes in Schedule Description (to be found in the Basic Course Information screen)
7. Course Assignments Revisions
8. Objectives Revisions
9. Grade Options Revisions
10. FSA Code Revisions
11. CIP Code Revisions
12. C-ID Revisions
13. Stand Alone Courses

New Courses/ Major Revisions/Deletions: All other changes to curriculum must be processed as major actions. These include:

1. Six Year Review (may include adding/revising Student Learning Outcomes)
2. New courses (changing the prefix or number of a course cannot be done...course must come forward as a new course)
3. New degrees and certificates
4. Deletions of courses and programs (certificates, degrees, ADT's)
5. Changes to programs (certificates, degrees or ADT's)
6. Changes to Catalog Description
7. Any changes to the Course Master Database including but not limited to:
 - a. Units, class size, hours, TOPS Codes, SAMs Codes, fees, repeatability
8. Changes to Course Title; Program Title; Department/Subject Title
9. Reclassification for inclusion in AA/AS General Education, Multicultural Requirement, CSU or CSU GE, UC Transfer or IGETC requirements, or changes in which category it will fit
10. Major changes in scope of Course Content, Methods of Instruction, or Methods of Evaluation (as determined by Division curriculum representative)
11. Addition or revising Distance Education as an Instructional Methodology
12. Prerequisite validation, re-validation, or changes to any new or existing prerequisites, co-requisites, advisories or limitations on enrollment

New Course/Major Revisions

- Level 1 Faculty Originator completes all screens, audits course and Pre-Launches.
- Level 2 Everyone notified at this level has the option to review and suggest changes for **5 working days** (NOT including holidays).
- Level 2.50 Faculty Originator must correct errors, respond to all suggestions, and modify course prior to Technical Review.
- Level 2.75 Articulation Officer;
- Level 2.76 Division Curriculum Representative and;
- Level 2.77 Division Dean - have **5 working days each** to review the course and insure that corrections and suggestions have been addressed prior to Technical Review. Articulation Officer, Division Dean, and/or Division Curriculum Representative can recommend changes, which will return the course to Faculty Originator at the previous level.
- Level 2.80 Tech Review Committee has **11 working days** to review and make recommended changes.
- Level 2.85 Faculty Originator must address recommended changes from Tech Review Committee and post comments to indicate corrections are complete.
- Level 2.90 Technical Review Chair has **3 working days** to review and approve Faculty Originator changes from Tech Review recommendations.
- Level 3 CC Dept. Chair, CC Dean, SCE Dean and District Coordinator have the option to review and suggest changes for **5 working days**.
- Level 3.50 Curriculum Chair have **3 working days** to process courses and release for launch.
- Level 4 Faculty Originator Launches course within **3 working days**.
- Level 5 Department Chair, Division Curriculum Representative and Division Dean must approve the course after launch within **5 working days** before it moves forward to the Curriculum Committee.
- Level 6 Curriculum Committee reviews courses in CurricUNET in preparation for meetings and meets to approve courses(s). Curriculum Specialist will move proposal forward when approved by committee.
- Level 6.50 After the Curriculum Committee meets, the Curriculum Chair has **3 working days** to process courses approved by Curriculum Committee.
- Level 7 Articulation Officer has **3 working days** for approval.
- Level 8 Vice President of Instruction has **3 working days** for approval.
- Level 9 President has **3 working days** for approval.
- Level 10 DCCC Committee Approval
- Level 11 Board of Trustee Approval
- Level 12 State Approval-Curriculum Specialist submits and receives approval will send approval to campus and update cnet with information.
- Level 13 Curriculum Specialist implements changes in CurricUNET to active status, and notifies Curriculum Representative, Originator (for state programs only) and Catalog Coordinator.

Minor Revisions

- Level 1 Faculty Originator completes all screens, audits course and Pre-Launches. Individuals at the next level are notified with an "action message" informational email.
- Level 2 Everyone notified at this level has the option to review and suggest changes for **5 working days** (NOT including holidays).
- Level 2.50 Faculty Originator must correct errors and respond to all suggestions.
- Level 2.75 Articulation Officer
- Level 2.76 Division Curriculum Rep and
- Level 2.77 Division Curriculum Representative - have **5 working days each** (NOT including holidays) to review the course, insure that it is technically correct, and that revisions are minor. Articulation Officer, Division Dean, and/or Division Curriculum Representative can recommend changes which return the course to the Faculty Originator at the previous level. If revision is determined to be major, course is returned to Faculty Originator at the previous level and must be re-started in the major revision approval process.
- Level 4 Faculty Originator Launches course within **3 working days**.
- Level 6 Curriculum committee reviews courses in CurricUNET in preparation for meetings and meets to approve courses(s). Curriculum Specialist will move proposal forward when approved by committee.
- Level 6.50 After the Curriculum Committee meets, the Curriculum Chair have **3 working days** to process courses approved by Curriculum Committee.
- Level 7 Curriculum Specialist implements changes in CurricUNET to active status, and notifies Curriculum Rep and Catalog/Schedule Coordinator if necessary.

Pre-Launch

Dept Faculty (o)
Level 2

Dept Chair (o)
Level 2

Div Cur Rep (o)
Level 2

Div Dean (o)
Level 2

Artic Officer (o)
Level 2

Librarian (o)
Level 2

Honor Rep (o)
Level 2

Dist Ed Rep (o)
Level 2

Originator Changes®
Level 2.50

Div Cur Rep®
Level 2.75

Div Dean®
Level 2.76

Artic Officer®
Level 2.77

Tech Review Com (o)
Level 2.80

Originator®
Level 2.85

Technical Review Chair®
Level 2.90

SCE Div Dean (o)
Level 3

CC Cur Rep (o)
Level 3

CC Div Dean (o)
Level 3

Curriculum Chair®
Level 3.5

Launch
Level 4

Depart Chair®
Level 5

Division Dean®
Level 5

Div Cur Rep®
Level 5

Curriculum Com (o)
Level 6

Curriculum Chair®
Level 6.5

Articulation Officer®
Level 7

VP Instruction®
Level 8

President®
Level 9

DCCC
Level 10

Board
Level 11

State
Level 12

Cur. Specialist
Implementation
Level 13

FULLERTON COLLEGE: Minor:

