

Welcome, Cindy

Overview of Approval Process - for Division Reps

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Help

If you are reviewing curriculum, you will want to pay special attention to the following icons:

allows you to see all the completed screens for the course. You will want to check these screens for information on the start date of the course, class size, Distance Ed, SLOs, and justifications for addition to UC/CSU or AA GE, Cultural Diversity, the charging of fees, or any other item that does not typically appear on the course outline of record

shows you the final course outline

shows you all the data elements of the Master Database

shows you the changes that were made to a course outline during the revision process

shows you programs affecting the course

shows you the visual of the approval process and course status

allows you to view others' comments in the approval process.

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- Track**
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LINKS TO:

- [Cypress CurricUNET](#)
- [SCE CurricUNET](#)
- [Fullerton College Curriculum - Homepage](#)

HORT 155 F Soils	
Launch	2016-03-30 15:13:31.0
Process Version	Course Major Revision
Visual	
Pre-launch 2139	1 (required)
Faculty Originator	Action
Division Curriculum Representative 2140	2 (optional)
Division Curriculum Rep	Action
SLOA Division Representative 2168	2 (optional)
SLOA Division Representative	Action
FC-Honors Coordinator 2164	2 (optional)
FC - Honors Coordinator	Action
Division Dean 2141	2 (optional)
Division Dean	Action
Hold Step 2156	2 (required)
HOLD	Action
Department Chair 2126	2 (optional)
Department Chair	Action
SLOA Coordinator 2165	2 (optional)
SLOA Coordinator	Action
Department Faculty 2125	2 (optional)
Department Faculty	Action
Librarian 2154	2 (optional)
Library/Media Representative	Action
Originator Changes 2129	2.5 (required)
Faculty Originator	Action
Articulation Officer 2132	2.75 (required)
FC Articulation Officer	Action
Division Curriculum Representative 2130	2.76 (required)
Division Curriculum Rep	Action
Division Dean 2131	2.77 (required)
Division Dean	Action
Hold Step 2123	2.8 (required)
HOLD	Action
Tech Review Committee 2152	2.8 (optional)

Optional Review Step

Clicking "Recommend Changes" returns proposal to 2.5. Proposal must then move again through all levels.

Proposal sits here until you take action

Clicking "Recommend Changes" here just alerts originator. Proposal does not move backwards.

Proposal will move whether or not you take action

Two weeks

Technical Review Committee	Action
Faculty Originator 2157	2.85 (required)
Faculty Originator	Action
Technical Review Chair 2158	2.9 (required)
Technical Review Chair	Action
Cypress Curriculum Rep 2153	3 (optional)
CC Curriculum Rep	Action
Cypress Division Dean 2150	3 (optional)
CC Division Dean	Action
SCE Division Dean 2151	3 (optional)
SCE Division Dean	Action
Cypress Dept Coordinator 2159	3 (optional)
CC Dept. Coordinator	Action
SCE Manager 2160	3 (optional)
SCE Manager	Action
Curriculum Liaison of VCEST 2169	3 (optional)
Curriculum Liaison of VCEST	Action
Hold Step 2133	3 (required)
HOLD	Action
Curriculum Chair 2134	3.5 (required)
Curriculum Committee Chair	Action
Curriculum Specialist 2138	3.5 (optional)
Curriculum Specialist	Action
Launch 2142	4 (required)
Faculty Originator	Action
Division Curriculum Representative 2136	5 (required)
Division Curriculum Rep	Action
Department Chair 2143	5 (required)
Department Chair	Action
Division Dean 2135	5 (required)
Division Dean	Action
HOLD STEP 2137	6 (required)
HOLD	Action
Curriculum Committee 2149	6 (optional)
Curriculum Committee Members	Action
Curriculum Committee Chair 2144	6.5 (required)
Curriculum Committee Chair	Action
Articulation Officer 2124	7 (required)

After Level 4, proposal is locked to changes.

Clicking "Recommend changes" sends proposal back to Level 4. Then needs all Level 5 approvals again.

Clicking "Recommend changes" here just alerts tech review chair. Proposal does not move backwards.

Proposal does not move until you take action

Proposal stays at Level 6 until approved by committee

Use "net review guide" for Curriculum Committee Level 6

FC Articulation Officer	Action
Vice President Instruction 2145 VPI	8 (required) Action
President 2146 President	9 (required) Action
District Curriculum Coordinating Committee 2162 District Curriculum Coordinating Committee	10 (optional) Action
HOLD 2163 HOLD	10 (required) Action
Curriculum Specialist 2147 Curriculum Specialist	10.5 (required) Action
Board of Trustees 2148 Curriculum Specialist	11 (required) Action
State Chancellor's Office 2166 Curriculum Specialist	12 (required) Action
Administrative Implementation 2155 Curriculum Specialist	13 (required) Action

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