

**Allan Hancock College
Minor Modification Curriculum Review Process**

***Level 1*
Originator**

LRC	<i>Level 2.00</i> AP&P Rep	Curriculum Specialist
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Level 3.00

Department Chair	Department Faculty	Department Dean
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***Level 4.00*
AP&P Committee**

***Level 5.00*
Academic Affairs**

**Summary Report
Academic Senate &
Board of Trustees**

**SLO Analyst (for course
LO's)**

Scheduling Office

Consent Agenda Items: Technical Changes

Faculty Initiator

Department/Discipline Faculty/Dept. Chair/Curriculum Specialist

Consent Agenda

Appropriate Dept/Staff Notification

Minor Revision Process

Level 1 Faculty Originator after collaboration with faculty peers and department dean, completes all screens in CNET and submits proposal.

Level 2 AP&P Rep reviews the proposal in CurricUnet and assists initiators in submitting a complete curriculum proposal.

Curriculum Specialist - verifies correct proposal process is being used (major/minor, etc), monitors all submissions in the review process, reviews for technical errors, appropriate attachments etc.

Library/Learning Resources LRC Dean - available library resources are researched by librarians and the findings are forwarded to LRC dean; LRC dean documents available resources and/or estimated costs to purchase adequate library resources.

Level 3 Department and/or discipline faculty review the proposal.

Dept. Chair assists faculty initiators in the proposal process as needed and reviews the proposal; conducts and records department vote.

Department dean reviews proposal and forwards to next level..

Level 4 AP&P Committee reviews courses in CurricUNET in preparation for meetings, meets to vote for recommendation to adopt.

Level 5 Academic Affairs reviews minor revisions for inclusion in summary report; prepares proposals for submission to the state's course/program inventory; forwards modified curriculum to appropriate department.