
**Allan Hancock College
New or Major Modification –Curriculum Review Process**

**Discipline Faculty and Department Collaboration
REQUIRED Prior to CurricUnet Submissions**

Level 1.00
Initiator

Level 2.00
Dept. AP&P Rep

Level 3.00

**Adaptive
Technology/Internet Access
Specialist (*only if
DL request*)**

**Learning/Library
ResourcesLRC
Dean**

**Distance Learning
Coordinator
(*only if DL request*)**

**Articulation
Officer
(*only if 100-level
course*)**

**Curriculum
Specialist**

Level 4.00

**Department/
Discipline Faculty**

Department Dean

Dept. Chair

Level 5.00

**Vice President Academic
Affairs**

AP&P Committee

Level 6.00
Academic Affairs

**Summary Report
Academic Senate &
Board Approval**

**Scheduling Office
(updates Banner)**

**SLO Analyst
(updates elumen if
applicable)**

New Curriculum or Major Modification Process

Prior to CurricUNET - Initiators will collaborate with their AP&P representative, department chair, department/discipline faculty (including faculty in other departments or disciplines, articulation officer, DL coordinator or staff) and meet with their dean.

The department dean assists faculty initiators in planning and preparing curriculum proposals that are appropriate to the mission of the college, that demonstrate a need, and which have the necessary resources available to offer the course/program within 2 years.

Initiators will need to refer to the Curriculum Development Handbook and review pertinent curriculum related policies and procedures prior to working on a proposal. *(Current process, ref. Curriculum Development Handbook, Section 2 Roles and Responsibilities)*

CurricUnet Review Levels

Level 1 Faculty initiator, selects the appropriate curriculum proposal process (major, minor, new, etc.) in CurricUnet and completes all sections of the proposal and course outline fields and submits the course to be reviewed in CurricUnet.

Level 2 AP&P Rep reviews the proposal in CurricUnet and assists initiators in submitting a complete curriculum proposal. *(Current process, ref. Curriculum Development Handbook, Sec 2)*

Level 3 Persons reviewing at this level may request changes to a proposal based on their area of expertise.

Articulation Officer reviews all 100-level course proposals for appropriate content and ensures that comparable UC and CSU courses have been included in the proposal. *(Current process, ref. Curriculum Development Handbook, Sec 2, CSU Guiding Notes for General Education Course Reviewers)*

Adaptive Technology Internet Access Specialist reviews distance learning course proposals to ensure that the course is accessible to all students and addressed early in the curriculum development process; comments may include recommendations that ensure accessibility to all students. *(Current process, ref CCCCCO Distance Education Accessibility Guideline for Students with Disabilities)*

DL Coordinator reviews proposals for distance learning modality and reports findings to LRC dean. *(Current process)*

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; recommends proposals for distance learning modality, may request appropriate corrections/revisions. *(Current process)*

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

Level 4 Department and/or discipline faculty review the proposal and may submit comments, suggestions, etc.

Dept. Dean acknowledges his/her involvement in the proposal process; assigns T.O.P. and SAM codes to courses/programs, and may recommend a proposal for AP&P review or include minority report; forwards proposal to the next level.

Dept. Chair assists faculty initiators in the proposal process as needed and reviews the proposal; conducts and records department vote; considers course/program proposal impact on scheduling.

Level 5 Vice President Academic Affairs reviews proposals with special attention to need, feasibility, quality, and compliance; may request additional information. (*Current process, ref CIO Manual July 16, 2012*)

AP&P Committee reviews curriculum proposals via CurricUnet in preparation for AP&P meetings; ensures course quality, standards, and integrity of curriculum; may request revisions and/or documentation; meets to formally vote for recommendations. (*Current process, ref Curriculum Development Handbook, Section 1, The AP&P Committee*)

Level 6 Academic Affairs reviews recommended proposals and prepares summary report to Academic Senate and Board of Trustees for approval; prepares proposals for submission to Chancellor's Office; forwards approved curriculum to appropriate departments