

**Golden West College  
Council for Curriculum and Instruction**

**SUBMISSION PROCEDURE  
(approved 9-16-08)**

New Courses<sup>1</sup>, New Programs<sup>2</sup>, and Program Revisions<sup>2</sup> to be included in the Fall Schedule and Catalog:

- Must be submitted one week prior to the last CCI meeting of the Fall Semester
- Major Program Revisions will be referred to a subcommittee
- These will be placed on the CCI Agenda in order of receipt of electronic and signed hard copies by the Office of Instruction<sup>3</sup>

Course Revisions to be included in the Fall Schedule and Catalog:

- Must be submitted one week prior to the last CCI meeting of the Fall Semester
- Submit on a course revision form, along with the most recent course outline in bold text and strike-through format to show changes
- These will be placed on the CCI Agenda in order of receipt of electronic and signed hard copies by the Office of Instruction<sup>3</sup>

New Courses<sup>1</sup>, and Course Revisions to be included in the Spring Schedule:

- Submit by March of the previous Spring Semester (year-ahead scheduling)
- Submit on a course revision form, along with the most recent course outline in bold text and strike-through format to show changes
- These will be placed on the CCI Agenda in order of receipt of electronic and signed hard copies by the Office of Instruction<sup>3</sup>

No more than three new or revised course outlines submitted for approval from one department will be placed on a single CCI Agenda. If more than three new or revised course outlines are submitted for approval, then they will be placed on consecutive Agendas in groups of three until they are all reviewed.

New submissions and major revisions must proceed through CCI Technical Review before they will be placed on the CCI Agenda.

The Originator of the outline must be present to represent the outline. If the Originator is not present, the item may be tabled until the Originator can be present.

All new and revised courses and programs must contain SLOs.

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<sup>1</sup> Confer with the Articulation Officer prior to submission of forms to the Office of Instruction.

<sup>2</sup> Confer with the Dean of Career and Technical Education prior to submission of forms to the Office of Instruction.

<sup>3</sup> Signed hard copies must have Discipline Review date, Dean's sign-off, and Library sign-off.