

FACULTY / AUTHOR (LEVEL 1)

Launches curriculum proposal.

CCI REPRESENTATIVE (LEVEL 2)

Reviews, sends back to faculty for edits, and / or forwards proposal to the Department Chair.

Connect with the faculty to evaluate and provide critical feedback

DEPARTMENT CHAIR (LEVEL 3)

Reviews, sends back to faculty for edits, and / or forwards proposal to the Division Dean.

Connect with the faculty to evaluate and provide critical feedback

DIVISION DEAN (LEVEL 4)

Reviews, sends back to faculty for edits, and / or forwards proposal to the Technical Review.

Units, hours, scheduling conflicts

Must be forwarded to Technical Review by 12pm the 2nd or 4th Monday (see deadline table).

TECHNICAL REVIEW (LEVEL 5)

Technical Review Lead reviews and prioritizes proposals to be reviewed and discussed for Technical Review.

Faculty AND CCI Representative attends Technical Review.

Proposals forwarded by the Division Dean after 12pm the 2nd or 4th Monday WILL NOT BE CONSIDERED FOR TECHNICAL

Proposals are returned to faculty to make corrections. Faculty must resubmit proposals with corrections made by 12pm on the 2nd or 4th Thursday to be considered for the CCI Agenda (see deadline table).

Proposals not resubmitted by faculty by 12pm on the 2nd or 4th Thursday WILL NOT BE CONSIDERED FOR THE CCI AGENDA.

CURRICULUM SPECIALIST
(LEVEL 6)

VPI, CCI Chair, and Curriculum Specialist finalize the CCI Agenda.

1ST CCI MEETING / READING
(LEVEL 7)

Faculty attend CCI to present their proposal. CCI provide recommended / mandatory corrections to the faculty. Proposals are returned to faculty.

Faculty must resubmit proposals with corrections made by 12pm on the 2nd or 4th Thursday to be considered for CCI approval. See deadline table.

Proposals not resubmitted by faculty by 12pm on the 2nd or 4th Thursday WILL NOT BE CONSIDERED FOR CCI APPROVAL.

2ND CCI MEETING / APPROVAL
(LEVEL 7)

Faculty attend CCI to present their proposal for CCI approval.

Corrections not completed will not receive CCI approval.

WHAT HAPPENS NEXT?

Curriculum Specialist submits curriculum to:

1. Board of Trustees (BOT) for approval (approximately 1 months' time)
2. State Chancellor's Office for approval (approximately 1 – 3 months' time after BOT approval)

Curriculum Specialist updates Banner

Curriculum Specialist updates GWC catalog and curriculum is ready to be scheduled by effective term approved by CCI