

**ACADEMIC AFFAIRS COUNCIL**

**AGENDA ITEM: 4 – B (2)**

**DATE: October 5, 2016**

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**SUBJECT: Institutional Course Curriculum Requests Guideline**

AAC discussed a new process for reviewing and approving curriculum requests at the [August AAC](#) meeting. The new process is for the following request types:

- Authority to offer an Existing Common Course
- New Unique Course Requests
- Revised Common Course Requests
- Revised Unique Common Course Requests
- Modifications to General Education Requirements


The new process included campuses completing and submitting a form with hyperlinks to PDFs of the proposals so that campuses and the Board office can better track the approval process. A new AAC guideline has been prepared to correspond with the new form.

AAC representatives should discuss any proposed modifications to the guidelines.

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**RECOMMENDED ACTION**

Discussion and recommendation.

 <h2 style="text-align: center;">ACADEMIC AFFAIRS GUIDELINES</h2>		
<b>Section 1:</b>	Courses and Curriculum: Guidelines and Procedures	
<b>Title:</b>	Institutional Course Curriculum Requests	
<b>Number (Current Format)</b>	<b>Number (Prior Format)</b>	<b>Date Last Revised</b>
1.12		09/2016
<b>Reference:</b>	AAC Guideline 1.2; AAC Guideline 1.5; AAC Guideline 1.6; AAC Guideline 1.7; AAC Guideline 8.2	
<b>Related Form(s):</b>	Institutional Curriculum Request Form	

### **Process Summary Quick View**

Curriculum Requests ► Completion of Institutional Curriculum Request Form ► Posting to institutional website ► CAO ► ESC

1. Requests for the following curriculum changes will follow the process in this guideline in addition to the process established by the Academic Affairs Council (AAC) for each specific curriculum request:
  - Authority to offer an Existing Common Course (*AAC Guideline 1.2*)
  - New Unique Course Requests (*AAC Guideline 1.5*)
  - Revised Common Course Requests (*AAC Guideline 1.6*)
  - Revised Unique Common Course Requests (*AAC Guideline 1.7*)
  - Modifications to General Education Requirements (*AAC Guideline 8.2*)
2. Institutions shall enter each curriculum proposal identified in Section 1 of this Guideline proposed at an AAC meeting in an Institutional Curriculum Request Form.
3. Institutions shall provide direct hyperlinks to the documentation for each request on the Institutional Curriculum Request Form.
4. Institutions shall post the curriculum documents to their Curriculum and Instruction website one week prior to the AAC meeting where the curriculum request is on the agenda.
5. The system Chief Academic Officer (CAO) shall track approval of each request on the Institutional Curriculum Request Form and notify the Enrollment Services Center (ESC) when approval is granted to enter the approved proposal into the Colleague system.