

## **The Mt. SAC Curriculum Review and Approval Process:**

All courses and programs, including new, modified, and four year review, should be in WebCMS Stage 5 by the due date of May 31<sup>st</sup>. These courses and programs are prescreened over the summer. Faculty members are notified whether their courses and programs are ready for EDC review or need revisions. Courses ready for EDC review are placed on the EDC Review Agenda or on the EDC Consent Agenda.

### **WebCMS Course and Program Approval Process:**

1. Stage 1: Course or Program Developed by Author
2. Stage 2: Department Chair Approval
3. Stage 3: Division Approval: Dean or Associate Dean
4. Stage 4: None. May Activate if Needed in the Future.
5. Stage 5:
  - a. Prescreening
    - i. Author, department chair, and managers are emailed
    - ii. The course or program is modified based on feedback from Author or designee
    - iii. The course or program is placed on the EDC Consent or Review Agenda
  - b. Outcomes Assessment Check:
    - i. All **courses** must have completed an SLO cycle within the last 4 years.
      1. Courses that have not completed an SLO cycle have one year to complete it before the inactivation process is initiated.
    - ii. All **programs** must have completed a PLO cycle within the last 4 years.
      1. Programs that have not completed an SLO cycle have one year to complete it before the inactivation process is initiated.
6. Stage 6: Post-EDC Review:
  - a. Approved and moved straight to Stage 7
  - b. Approved Minor. Author feedback requested. When the author addresses all questions, the course is moved to Stage 7
  - c. Approved Pending: Author feedback is required. When the author addresses all questions, the course is placed on the EDC Consent Agenda. If approved on Consent, it moves to Stage 7.
  - d. Hold: Author is contacted. When the author addresses all questions, the course or program is placed on the EDC Review Agenda.
7. Stage 7:
  - a. Curriculum and Instruction Council (C&I) Review: C&I reviews all courses and programs and forwards recommendations to the Board of Trustees (BOT)
  - b. Board of Trustees Approval
  - c. Submitted for Chancellor's Office Approval

Reviewed Spring 2016