COURSE SUBMISSION AND APPROVAL PROCESS

Elements of the Course Outline of Record (COR).

The course outline of record shall specify:
1. Unit Value and the expected number of contact hours for the course as a whole.
2. Prerequisites, corequisites or advisories on recommended preparation (if any) for the course
3. Catalog description
4. Objectives
5. Content in terms of a specific body of knowledge
6. Types or provide examples of required reading and writing
      a. assignments
      b. other outside-of-class assignments
7. Methods of Instruction
8. Methods of Evaluation for determining whether the stated objectives have been met by students.

If the college deems the modifications to the course content are significant, the college can decide to create a new course.

Course Status Chancellor's Office	Course Status Locally	Note
Active	Active	**Course can be scheduled.**
Inactive	Inactive	**Course cannot be scheduled.** Course can be reactivated if it has not significantly changed, as determined by the curriculum committee. Course needs to be reactivated in Banner and at the Chancellor's Office before it can be offered. **Any course with IGETC or CSU GE approval should be placed on hold, not inactivated. This will preserve existing articulations. This is important because unarticulated courses may take up to a year to re-articulate.**
Active	Suspended	**Course cannot be scheduled.** Course is more than 5 years old and cannot be scheduled until it has been updated. As soon as the course is updated it is changed back to "Active" in Banner and can be scheduled.
Active	On Hold	**Course cannot be scheduled.** Course has been placed on hold for one catalog cycle or until the department submits a modification to either reactivate or inactivate the course. Course cannot be scheduled until it is reactivated in Banner.

Curriculum Approval Process:
1. Curriculum Committee Approval
2. Governing Board Approval - Submitted to the Board of Trustees the month after the Curriculum Committee approval.
3. Chancellor's Office Approval - Submitted after the Board of Trustees approval. The Chancellor's Office tries to approve courses within 30 days of submission.

Chancellor's Office New Course Submission	Chancellor's Office Modification to a Course OR Moving from Inactive to Active	Local Modification to a Course OR Moving from Inactive to Active
Chancellor's Office assigns a Control Number to approved courses	The Chancellor's Office assigns a new Control number if any data element marked with an asterisk* has been changed. Changes to those elements are considered a substantial change.	Banner is Term–based. The Control number is entered to the effective term for the course. The Curriculum Committee can decide whether or not to create a new course.
CB00: Control Number		
CB01: Department Number	CB01: Department Number	A change to the Department number is set up as a new course in Banner, so it would automatically be assigned a new Control number.
CB02: Course Title	CB02: Course Title	
CB03: TOP Code	CB03: TOP Code*	
CB04: Credit Status	CB04: Credit Status*	Moving from Credit to Noncredit or Noncredit to Credit would require creating a new course in Banner.
CB05: Transfer Status	CB05: Transfer Status	
CB06: Course Units Maximum	Course Units Maximum*	
CB07: Course Units Minimum	Course Units Minimum*	
CB08: Basic Skills Status	CB08: Basic Skills Status*	
CB09: SAM Priority Code	CB09: SAM Priority Code*	
CB10: Cooperative Work Experience	CB10: Cooperative Work Experience	
CB11: Course Classification Status	CB11: Course Classification Status	
CB13: Approved Special Class	CB13: Approved Special Class	
CB21: Prior Transfer Level	CB21: Prior Transfer Level*	
CB22: Noncredit Category	CB22: Noncredit Category*	
CB23: Funding Agency Category	CB23: Funding Agency Category	
CB24: Program Status District	CB24: Program Status District	
Catalog Description	Catalog Description	
Justification	Justification	

11/9/2015

Updated Course Outline of Record (COR)	Updated Course Outline of Record (COR)	If the college deems the modifications to the course content are significant, the college can decide to create a new course.
Governing Board Approval Date	Governing Board Approval Date	

Amending an Existing Credit Course Proposal

Substantial Change—An action to create a new course record based upon an active course record. This action involves a *c*hange to any of the following MIS Course Data Elements: CB03, CB04, CB06, CB07, CB08, CB09, CB21, and/or CB22. This action will initiate a new control number.

Upon approval, the submitted proposal will be assigned a new course control number. If the qualitative content of a course has substantially changed, a new course control number is required. This substantially changed course is in essence a new course and requires its own unique control number. Either a proposal for a substantial change to an existing course or a proposal for a new course may be submitted to the Chancellor's Office—the college may decide which type of submission is made via the CCC Curriculum Inventory. It is important to ensure a control number is assigned and the college retains active control numbers for MIS reporting of course enrollment. The interpretation of substantially changed qualitative content refers to the extent to which the college faculty deem changes as substantially or fundamentally changing the COR content required in accordance with Tile 5, § 55002 (Standards and Criteria for Courses).

Nonsubstantial Change—If the qualitative content required in Title 5, § 55002 (Standards and Criteria for Courses) for a COR is beyond the scope of a correction, but has not substantially changed, then a new course control number is not required.

To change an active course record that will not initiate a new control number. This action involves a change to any of the following MIS Course Data Elements: CB01, CB02, CB05, CB10, CB11, CB13, CB20, CB23, and/or CB24.