



LONG BEACH COMMUNITY COLLEGE DISTRICT

COURSE EVALUATION SUBMISSION CHECKLIST

Documents listed for each course action must be submitted together electronically to curriculum-desk@lbcc.edu to be considered by the committee. Incomplete submissions will be returned. For questions or assistance, refer to the Curriculum Handbook or contact the CE subcommittee chair. For technical assistance, please contact IITS. All forms must be complete, thoroughly vetted, reviewed and signed by your department head and dean.

Forms are available at the [Course Evaluation Subcommittee](#) website.

NEW COURSES & REACTIVATIONS	
<input type="checkbox"/>	DRAFT COURSE OUTLINE (complete, edited for grammar and content, and signed & thoroughly reviewed by author, department chair & division dean.)
<input type="checkbox"/>	NEW CREDIT COURSE PROPOSAL FORM
<input type="checkbox"/>	NEW NONCREDIT PROPOSAL FORM OR NEW NONCREDIT PARALLEL ADDENDUM (if applicable)
<input type="checkbox"/>	REQUISITE VALIDATION FORM (if applicable)
<input type="checkbox"/>	MATERIALS FEE TEMPLATE (if applicable)
<input type="checkbox"/>	DRAFT EDITED or NEW PROGRAM OF STUDY
COMMENTS:	
MODIFICATIONS (including materials fees)	
<input type="checkbox"/>	DRAFT COURSE OUTLINE (complete, edited for grammar and content, and signed & thoroughly reviewed by author, department chair & division dean.)
<input type="checkbox"/>	COURSE MODIFICATION FORM
<input type="checkbox"/>	REQUISITE VALIDATION FORM (if applicable)
<input type="checkbox"/>	MATERIALS FEE TEMPLATE (if applicable)
<input type="checkbox"/>	DRAFT EDITED PROGRAM OF STUDY (if applicable)
COMMENTS:	
DISTANCE LEARNING ADDENDUM	
<input type="checkbox"/>	DISTANCE LEARNING ADDENDUM Requires signature from Online Learning Faculty Coordinator Distance Learning Guidelines
COMMENTS:	
HONORS ADDENDUM	
<input type="checkbox"/>	HONORS NEW COURSE PROPOSAL FORM/ADDENDUM Requires consultation with & signature of Honors Program Coordinator
COMMENTS:	
INACTIVATIONS	
<input type="checkbox"/>	COURSE MODIFICATION FORM Provide evidence of Department-wide consultation and consultation with Dean, Academic Services.
<input type="checkbox"/>	DRAFT EDITED PROGRAM OF STUDY For any programs on which course(s) may reside.
<input type="checkbox"/>	CTE COURSE INACTIVATION Requires advisory committee recommendation/meeting minutes.
COMMENTS:	