

LBCC Curriculum Submission Process & Timeline for Courses

COURSE APPROVAL PROCESS*				
STEP 1 Submit your course via the curriculum technician to	STEP 2 If approved at CE, it will go to the	STEP 3 If approved @ CC, it is agendized at the	STEP 4 If approved by BOT, it is sent to	STEP 5** Also submit to
Course Eval Subcommittee	Curriculum Committee	Board of Trustees	Chancellor's Office	AD/GE Subcommittee

COURSE CURRICULUM DEADLINES				
ROUTINE REVIEW DRAFT	ROUTINE REVIEW FINAL	SUBSTANTIAL MODIFICATIONS including face page changes	NEW COURSES	MINOR MODIFICATIONS Non-substantial
November 30	April 31	May 31	May 31	None
	Courses not meeting deadline may not be offered.	For following year's catalogue pending local & Chancellor's Office approval	For following year's catalogue pending local & Chancellor's Office approval	

Important Guidelines:

- Submit courses at any time understanding that the LBCC/local approval process through step 4 must be complete by December of the year prior to catalogue year one hopes to have the course included. **
- Submissions made after 5/31 are slated for the catalogue published 2 academic years hence. (Example: A course submitted June 1st 2018 will be slated for the 2020-21 catalogue.)
- Submissions must be electronic & sent with all required documentation to mfernandez@lbcc.edu.
- Submission by May 31st guarantees that the course will be agendized at a Fall Course Eval meeting in time to reach the Curriculum Committee agenda prior to December.
- Courses do not move from one body to the next at each successive meeting date; expect a 2 meeting turn-around.
- All Curriculum Committee & subcommittee approvals are pending Board & Chancellor's Office approval (as applicable) & may not be scheduled or included in the Catalogue until such approval is received.
- Course Eval Submissions are processed & reviewed on a first-come-first-served basis. A good rule of thumb: submit your course no later than May 31st of the year prior to the year you would like to offer the course.
- Incomplete submissions are returned to the originator as not submitted & are not reviewed until resubmitted as a complete package. See [Submission Checklist](#) on the Curriculum Forms page of website.
- See the [New Course Proposal Form](#) for detailed approval considerations.
- Questions? Contact the [Course Evaluation chair](#), Wendy Koenig, or [Curriculum Committee chair](#), Kenna Hillman, who are happy to help.

2016-17 COMMITTEE MEETINGS LOCATION & TIMES				
COURSE EVALUATION Wed. 2-4PM L152	CURRICULUM Wed. 2-4PM Bldg O Rm 208	BOARD OF TRUSTEES Tues. 5PM T 1100	CHANCELLOR'S OFFICE Sacramento, CA	AD/GE Wed. 2-4PM L152
See Academic Senate Calendar for dates.				

Other considerations:

Schedule of Classes worksheet must be updated.

UC TCA are submitted in summer. Contact [Office of School & College Articulation](#) for information.

*This *simplified* graphic is intended only to provide an overview of & guidance on the course approval process.

**For inclusion of new courses on curriculum guides/programs of study/awards/plans A, B or C, the associated draft award must also be submitted to the [AD/GE \(Associate Degree/General Education\) subcommittee](#) for approval. These in turn are submitted to the Chancellor's Office for approval.

CC: Department Heads
School Deans
Michelle Grimes-Hillman, Dean, Academic Services
Terri Long, Vice President, Academic Affairs

Gregory Peterson, Vice President, Student Support Services
Kenna Hillman, Chair, Curriculum Committee
Course Evaluation Subcommittee membership