Routine Course Review Process
Concise Version

May   Academic Services initially distributes Routine Review List for the next academic year.

August   Academic Services redistributes the Routine Review List (for emphasis).

Dec   Curriculum Committee will proceed with inactivation of any course on the list that did not meet the November 30th submission deadline.

Complete Process

1. A department's assigned faculty author creates a draft from the adopted course outline (located on the course outline website) and updates it.

2. Department head and school dean review, approve, and electronically sign the draft course outline.

3.
Nov 30th Faculty author or department head submits draft course outline to the assigned peer reviewer, having met all minimum standards, by November 30th. (Please note that submission to the peer reviewer does not mean process completion).

4. Noncompliance with this deadline will result in course inactivation for upcoming catalog by the Curriculum Committee at the December meeting.

5. Peer review occurs and a suggestion memo is tendered to the faculty author (copies to the department head and school dean). Peer review commences on a first come, first served basis.

6. Faculty author refines the draft course outline as recommended.

7. Faculty author resubmits the draft course outline to continue the peer review.

8. Peer reviewer sends completion memo to the faculty author (copies to the department head, school dean, and curriculum database specialist).

9.
April 30th Failure to complete the process by April 30th, will result in course inactivation for the upcoming catalog by the Curriculum Committee at the May meeting.

Delinquent Process

May   Academic Services distributes a Delinquent List (all course outlines that have not completed this process) for course inactivation to department heads, school deans, and curriculum representatives.

Sept   Curriculum Committee will proceed with the second reading of the Delinquent List. Removal from this list can only occur prior to September 30th.

Oct   Curriculum Committee will proceed with inactivation of any course on the Delinquent List that did not meet the April 30th completion deadline commencing with the Spring schedule and the upcoming catalog.

<u>Minimum Standards for draft outline submission</u>
- All pages must be completed.
- All authorization signatures are present.
- Responses to all questions in the Honors tab must provide complete and detailed information with specific illustrations.

<u>Standard for draft outline completion</u>
- Received completion memo from assigned peer reviewer.

<u>There is college-wide support</u>
- The Academic Senate has been a vocal advocate in stating that the faculty are the content experts and thus, the curriculum is the primary responsibility of the faculty.
- The Dean of Academic Services has provided the annual list of courses prior to the start of each academic year to allow for task planning. The dean has agreed to realign review requirements, in advance, if a department believes a particular year's load is unreasonable.
- The Curriculum Committee and the Vice President of Academic Affairs are working together to provide peer review assistance and structure for the department faculty to assist with this requirement.
- The Routine Course Review Work Group provides peer assistance throughout the process.
- The Routine Course Review Work Group provides Flex Day workshops on the course outline, both informational and participatory.
- The Articulation Officer has provided material support for selected transfer courses up for review.
- The Director of the Distance Learning Program provides assistance to faculty authors with updating the Distance Learning Addendum form when required for this process.
- The Faculty Resource Center has provided links to all college curriculum websites and provides assistance to faculty in regards to technical and technology issues pertaining to the curriculum documents and database.
- The Faculty Professional Development Committee has recognized the professional learning that the new outline requires and has allotted 4.5 Flex hours to be credited when the first outline has been successfully completed.