

Process for Submission of Proposals

I need to discuss with my Associate Dean or Program Director,
and I need to obtain approval from faculty affected by the proposal.

I Want to Create a One-Time Course Offering	I Want to Create a Course	I Want to Modify a Course	I Want to Add MOTR equivalent alignment to an existing Course	I Want to Deactivate a Course
<p><i>I need to prepare:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Record of Action for One-Time Course Offering <input type="checkbox"/> New Course Proposal <input type="checkbox"/> Approval Checklist <input type="checkbox"/> Institutional Course Guide <input type="checkbox"/> Checklist for Technical Review 	<p><i>I need to prepare:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Record of Action <input type="checkbox"/> New Course Proposal <input type="checkbox"/> Approval Checklist <input type="checkbox"/> Institutional Course Guide <input type="checkbox"/> Checklist for Technical Review <input type="checkbox"/> If applicable, courses must minimally address these outcomes: Computer Literacy <input type="checkbox"/> Separate ROA for Degree Plan changes (if applicable) <input type="checkbox"/> Current Degree Plan <input type="checkbox"/> Proposed Degree Plan 	<p><i>I need to prepare:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Record of Action <input type="checkbox"/> Approval Checklist <input type="checkbox"/> Current Course ICG (downloaded from Simple Syllabus) <input type="checkbox"/> Modified Institutional Course Guide <input type="checkbox"/> Checklist for Technical Review <input type="checkbox"/> Separate ROA for Degree Plan changes (if applicable) <input type="checkbox"/> Current Degree Plan <input type="checkbox"/> Proposed Degree Plan 	<p><i>I need to prepare:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Record of Action (Alignment) <input type="checkbox"/> Approval Checklist <input type="checkbox"/> Current Course ICG (downloaded from Simple Syllabus) <input type="checkbox"/> Modified Institutional Course Guide with General Education Curricular Alignment Statement with linked Gen Ed alignment map as only modification <input type="checkbox"/> Checklist for Technical Review <input type="checkbox"/> Separate ROA for Degree Plan changes <input type="checkbox"/> Current Degree Plan <input type="checkbox"/> Proposed Degree Plan 	<p><i>I need to prepare:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Record of Action <input type="checkbox"/> Approval Checklist <input type="checkbox"/> Current Course ICG (downloaded from Simple Syllabus) <input type="checkbox"/> Separate ROA for Degree Plan changes (if applicable) <input type="checkbox"/> Current Degree Plan <input type="checkbox"/> Proposed Degree Plan
One month prior to the meeting.	I meet with the Registrar and submit copies of all documents for review.			
	I forward e-files of all documents to my Associate Dean or Program Director.			
Three weeks prior to the meeting.	The Registrar will return all documents to the Associate Dean /Program Director. The AD /Program Director will: <ol style="list-style-type: none"> 1. Make any final edits and return to the Registrar for initials. 2. Forward for Dean of Instruction's approval, and 3. Submit original signed documents to the Vice President of Academic Affairs (VPAA) Senior Administrative Assistant. 			
Two weeks prior to the meeting.	The Dean of Instruction will forward the signed documents to the Sr. Assistant to the VPAA for review and posting.			
One week prior to the meeting.	The Sr. Administrative Assistant will upload documents to Canvas, and notify Curriculum Committee members that the documents are available for viewing. Proposal submitters are sent a calendar invite to the meeting.			

For questions regarding the Curriculum Committee, please contact Rebecca Ellison (rellison@jeffco.edu) or Bob Sullivan (rsulliv3@jeffco.edu).