

Approval Deadlines and Effective Dates

1 Rules

1. At the beginning of each Spring term, the curriculum committee will request from each instructional program a Curriculum Plan for the following academic year.
2. Once a Curriculum Plan for a given academic year is approved for the first time, it may only be revised and resubmitted for approval one more time.
3. The curriculum committee will carry out tech review on a proposal during a given semester only if it is part of an approved Curriculum Plan for that semester.
4. In the Fall, substantial proposals (see §4 for definition) are the only proposals the committee will approve. The committee will approve them up through the last curriculum committee meeting of the Fall semester.
5. In the Spring, minor course updates (see §4 for definition) are the only proposals the committee will approve. The committee will approve them until around mid-April. The exact date at which the committee will stop approving minor course updates is whatever the cutoff date is for making the last CIPD meeting of the year, which will vary slightly from one year to the next (but is typically around mid-April).
6. Any proposal approved by the committee during one academic year will become effective at the start of the next academic year.

2 Exceptions

We allow exceptions to the rules under special circumstances, such as when:

- Violating a rule is necessary in order to comply with state law or guidelines.
- Violating a rule is necessary in order to comply with district policy.
- Violating a rule is necessary in order to comply with industry standards.
- Violating a rule is necessary in order to avoid significant harm to students.

- Example #1: MATH 003B is listed as a corequisite for PHYS 004A. But, according to Physics faculty, students should not have to take MATH 003B at the same time as PHYS 004A. It should also be acceptable if a student took MATH 003B previously. In other words, MATH 003B should be listed as a prereq or coreq for PHYS 004A, not just a coreq. During the last update of PHYS 004A, faculty listed MATH 003B as a corequisite by mistake, due to a misunderstanding of what “corequisite” means. Physics faculty would like to correct this mistake as soon as possible. **In this case, an exception would be allowed**, since this mistake is preventing many deserving students from enrolling in PHYS 004A.
- Example #2: In the judgement of philosophy faculty, the course description for PHIL 001 is unnecessarily confusing. They worry that the current course description is causing fewer people to sign up for the course than otherwise would. So they would like to change the course description to something better, as soon as possible. **In this case, an exception would not be allowed**. While it is important to have clear course descriptions, this is not an issue that will obviously cause significant harm to students if not immediately addressed. The update to the course description can wait until the next time it is allowed to happen under the rules, which would lead to a delay of no more than one semester.

3 Requesting an Exception

A faculty member requesting that an exception be made to the rules because of special circumstances must communicate in writing to the Chair why an exception is justified in the particular case at issue. A vote of the committee will determine whether the request is granted.

4 Definitions

1. A *minor course update* may include changes to the course’s DE addendum, including the addition of a DE addendum, plus changes to the course’s lecture/lab content, SLOs, and recommended texts. It may not include proposed changes to any of the items listed below. A minor course update is officially defined as a course update proposal in which no changes are proposed to any of the items listed here. In other words, in a minor course update, the only

changes proposed are to items other than these:

- (a) Discipline
- (b) Course number
- (c) Title
- (d) Course description
- (e) Minimum or maximum number of units
- (f) Distribution of contact hours (lecture vs. lab)
- (g) Grading option (letter grade vs. pass/no pass, etc.)
- (h) Requisites, including recommended preps
- (i) Whether the course is at a degree-applicable level
- (j) Basic skills status
- (k) Levels below transfer
- (l) TOP code (except for changes in the last 2 digits)
- (m) SAM code

2. A *substantial proposal* is anything that goes beyond a minor course update. Thus, course updates that do include changes to any of the items listed above, new courses, new programs, updates to programs, deactivations, and reactivations are all substantial proposals.