

Approval Deadlines and Effective Dates (Option A)

1 Definitions

1. A *substantial proposal* is a proposal of:
 - (a) a new course
 - (b) a new program
 - (c) a deactivation
 - (d) a reactivation
 - (e) a course update in which any of the following elements of the course are being changed:
 - i. Discipline
 - ii. Course number
 - iii. Title
 - iv. Course description
 - v. Minimum or maximum number of units
 - vi. Distribution of contact hours (lecture vs. lab)
 - vii. Grading option (letter grade vs. pass/no pass, etc.)
 - viii. Requisites, including recommended preps
 - ix. Whether the course is at a degree-applicable level
 - x. Basic skills status
 - xi. Levels below transfer
 - xii. TOP code (except for changes in the last 2 digits)
 - xiii. SAM code
 - (f) a program update in which any of the following elements of the program are being changed:
 - i. Program discipline
 - ii. Program title
 - iii. Program description
 - iv. Program goal (transfer vs CTE vs local)
 - v. Program award type (AA vs certificate of achievement, etc.)

- vi. TOP code
 - vii. What courses are in the program
 - viii. Whether a course is required or an elective
 - ix. Unit value of any course in the program
 - x. Discipline, course number, or title of any course in the program
 - xi. Recommended course sequence for completing the program
 - xii. Program learning outcomes
 - xiii. Career opportunities
2. A *non-substantial proposal* is any other proposal. Some common examples of non-substantial proposals are:
- A proposed course update in which the only change is to add a DE addendum for the course.
 - A proposed course update in which the only changes are to the lecture/lab content, the SLOs, and the recommended texts.

2 Rules

1. We approve substantial proposals in the Fall, but not in the Spring.
2. Any substantial proposal approved during a given year's Fall semester will go into effect at the start of the next year's Fall semester.
3. We approve non-substantial proposals in the Fall, and in the Spring until we reach the cutoff date for the last CIPD meeting of that year.
4. Any non-substantial proposal approved during a given year, at or before the cutoff date for that year's November CIPD meeting, will go into effect at the start of that year's Spring semester.
5. Any non-substantial proposal approved during a given year, after the cutoff date for that year's November CIPD meeting, will go into effect at the start of the next year's Fall semester.

3 Exceptions to the Rules

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.

A faculty member requesting an exception 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.