

Approval Deadlines and Effective Dates (Option B)

1 Rules

1. We only approve proposals in the Fall.
2. Any proposal approved at any point during the Fall will go into effect at the start of the next Fall.

2 Exceptions

We deviate from the rules described above in just two cases. Here is the first.

2.1 Minor Course Updates

1. We approve minor course updates in the Fall and in the Spring, until around mid-April. The exact date at which we 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).
2. Any minor course update 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.
 - Example: The last point at which a proposal can be approved by the Curriculum Committee and still make the November 2019 CIPD agenda is 10/17/19. So any minor course updates approved during the 19-20 academic year *at or before 10/17/19* would go into effect at the start of the Spring 2020 semester.
3. Any minor course update approved during a given year but *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.
 - Example: The last point at which a proposal can be approved by the Curriculum Committee and still make the November 2019 CIPD agenda is 10/17/19. So any minor course updates approved during the 19-20 academic year but *after 10/17/19* would go into effect at the start of the Fall

2020 semester. Note that minor course updates, unlike other proposals, may still be approved during the Spring semester, until around mid-April. So a minor course update approved between 10/18/19 and mid-April of 2020 would go into effect at the start of the Fall 2020 semester.

4. A minor course update may include changes to the course's DE addendum, 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 these items:

- (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

2.2 Extenuating Circumstances

We will also deviate from the rules listed above when there are extenuating 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 extenuating 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.

No request for an exception to the rules is required when submitting a minor course update.