COURSE OUTLINE APPROVAL PROCESS

COOR Approval Process

Coach ⇨ Department Chair ⇨ Content Review ⇨ Technical Review ⇨ GE/DE /Librarian ⇨ Curriculum Committee
(Optional)   (Dean and Articulation Officer)

⇨ President ⇨Office of Instruction

Coach:
If you would like support writing your COOR coaching is available. Email the Curriculum Committee Chair or ask your Dean to access a coach. Group coaching (Camp Course Outlines) will be available throughout the school year and summer.

Department Chair: The author should first get the signature of the Department Chair. The chair's signature indicates that all full time faculty assigned to departments which primarily provide instruction in the relevant discipline have had the opportunity to review the proposed COOR and/or Online Supplement Form, and a majority of those faculty have approved it. The author or department chair sends the signed original and an electronic copy to the dean and Office of Instruction.

Content Review: Content Review is a working session to review and edit the COOR while providing feedback for additional work if necessary. Content review meetings will be held twice each month during the Fall and Spring semesters. Ideally the faculty author of the COOR will attend the content review session, if not written feedback will be given. The content review team will provide feedback regarding the content of each section of the COOR in relation to the Curriculum Committee's evaluation criteria for each section. Minor changes to the COOR will be made with the faculty member. If significant work on the COOR is still needed faculty will receive direction on areas to focus on and be offered coaching. The COOR will then be resubmitted for Content Review.

Technical Review: Once the COOR moves through the process of Content Review it is forwarded to the appropriate Dean. The Dean and Articulation Officer review the first page of the COOR for any discrepancies or possible issues. Before the Dean signs the COOR the discrepancies or issues will be resolved with the author faculty and/or Department Chair or the Dean will note the discrepancies or issues and will provide that information to the Curriculum Committee. The Dean sends electronic copies to 1) a librarian who will consult with the author regarding library implications, 2) the GE committee for review and recommendation (if applicable), and 3) the Distance Education committee for review and recommendation (if applicable). When sending electronic copies, a deadline date will be indicated on the email as to when the signatures are needed for inclusion on the next available Curriculum Committee meeting agenda. The original form(s) will be housed with the in the Office of Instruction.

Librarian, GE Committee, Distance Ed Committee:
These groups will either:

a) Work with the author on revisions. These groups will send their recommendations with a "reply all" to the Dean's email. Author will incorporate revisions and will re-submit a revised course outline (original with Dept Chair signature) and a new electronic version to the Dean. The COOR and/or Online Supplement form will be made available for the Librarian, GE Committee and/or Distance Ed Committee signatures in the Office of Instruction.

OR

b) Recommend the outline. These groups will send their recommendations with a "reply all" to the Dean's email. The COOR and/or Online Supplement form will be made available for the Librarian, GE Committee and/or Distance Ed Committee signatures in the Office of Instruction.

Once all signatures are obtained, the outline will be placed on the curriculum committee agenda.

Curriculum Committee:
The Curriculum Committee Chair signs the form after the course is approved by the Curriculum Committee. If there are changes to be made to the COOR, changes are sent to the author by the dean for revision and/or resubmission.

President:
The President (or his designee) signs the course outline.

Office of instruction:
The original with all the signatures is returned to Office of Instruction for filing and posting on the Public Drive of the LMC website.
The new course outline is then sent to CCCCD Board for approval.

Effective date: 02/2009