**COURSE OUTLINES AND CATALOG REVISIONS**

**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.

**CATALOG REVISION PROCESS**

It’s that time of year again to review your program information for the 2010-2011 catalog.

We are asking departments/program areas to review their respective pages for accuracy of information.  Our goal is to provide students with accurate and understandable information on LMC degrees, programs and courses.

Attached is the following information:

1. A copy of the degree requirements for your program (from the 09-10 catalog)

*All program requirements have an introductory paragraph. The paragraph precedes the listing of course requirements.  If your department is lacking an introduction, please provide one.  In addition, please review the requirements for AA, AS degree , Certificates of Achievement as well as College Skills Certificates (locally approved certificates).*

1. Course descriptions for your department (from the 09-10catalog)

*Please review all the courses and course descriptions listed for your department.  If there are courses that are no longer taught, consider removing them from the catalog.*

Upon your review of the documents:

1. If there are no corrections to be made, please sign and return the pages to the Office of Instruction.
2. If there are minor corrections to be made (i.e. typographical errors, grammatical errors, mathematical errors or omissions of already approved information), please make the corrections and return the pages to the Office of Instruction.  An electronic version of the changes may also be submitted.
3. If there are any major corrections/changes to be made (i.e. content changes, new title changes, etc.) and these changes were submitted to the Curriculum Committee this semester, please indicate this and return the pages to us.  We will retrieve the new course information from the forms that were approved this semester.

If there are any major corrections/changes to be made (i.e. content changes, new title changes, etc.) and these changes have not been submitted to the Curriculum Committee please Eileen Valenzuela so that the appropriate forms can be completed and submitted to the Curriculum Committee. These forms need to be completed and submitted to our office by **November 2, 2009** for changes to be reflected in the 10-11 LMC catalog.  Certain changes may need approval from the State Chancellor’s office.

Once your pages are formatted for the catalog, you will be able to review them for a final revision.