## Today’s Date: Subject Area/ Course No.:

## Change to begin in Catalog year 20 \_/ 20 \_

**Why are you submitting changes to the Course Outline of Record?**

5-year review of course outline

C-ID Recommended changes

CTE Review of Course Outlines

Reactivation of a course. When the course was last updated? \_\_\_\_\_\_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Provide a brief explanation of the change(s) to the Course Outline of Record:**

**Major Changes:**

*Complete analysis and a motion for approval of the entire course outline of record by the complete curriculum committee.*

Major change in **catalog description, objectives or content** which alters the need or justification for the course OR

Calls into question the ability of the course to meet standards in Title 5 or the Program and Course Approval Handbook.

Addition or removal of Discipline(s)

Course Content

Credit/Non-Credit Status

Delivery in highly compressed time frame

Experimental Status Changes

Imminent, need to initiate expedited approval*.*

Methods of Evaluation

Methods of Instruction

Online Supplement (COOR provided for reference)

Pre-requisite/Co-requisite

Repeatability

SLOs (GESLOs, ISLOs, PSLOs, CSLOs), Objectives

Units

Hours

**Minor Changes:**

*Changes which do not affect statutory or regulatory curriculum standards, but require judgment of the extent to which this is true, can be placed on the consent agenda for full committee vote.*

Add/drop degree/certificate requirements

Add/drop from the GE list

Catalog Description

Cohort number

Course Number*.*

Course Title*.*

Inactivation of course

Last Assessment Date

Advisories

**Information Item Only/No Action: Technical Changes:**

*It is recommended that the following changes be accepted as information items only, with no action required, upon the advice of the departmental faculty.*

Addition of focus area to a special topic course

Assignments

Non-substantial changes in term length (as long as the Carnegie relationship is maintained).

Textbook(s) or Instructional Materials

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**Signatures:**

Author: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department Chair : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_