## 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_