PROCESS FOR COURSE OUTLINE OF RECORD (COR) APPROVAL: (from the Curriculum Committee Position Paper of 5/17/21

1. CORS should be written in accordance with the format and guidelines required by the Curriculum Committee, meet Title 5 requirements, and be carefully edited and reviewed by more than one department member.
2. CORS should meet the college's Mission and Educational Master Plan goals.
3. CORS should be approved by the department.
4. CORS should be submitted to eLumen for the Technical Review Process by established deadlines and with all supporting documentation signed and submission rationale fully completed.
5. CORS are then returned to the department from Technical Review. Appropriate support will be provided for revision if necessary
6. After revisions, courses are placed on the Curriculum Committee agenda. The agenda is publicized to the college community prior to review in Curriculum Committee. The Office of Instruction will notify departments and/or programs that may be impacted by the proposed course so those parties may attend the meeting and field questions.
7. The Curriculum Committee reviews and assesses CORs using consistent and uniform criteria as specified in Title 5.
8. Curriculum is approved by majority vote. A quorum is required for a vote to be taken; in the case of a tied vote, the chair will cast the deciding vote.
9. Prerequisites and co-requisites must be approved by separate vote. (Model District Policy, I.C.3)
10. Distance Education Addenda must be approved by separate vote and supported by the current Course Outline of Record.
11. Curriculum is recommended to the Board through the College President.

A Curriculum Committee vote may result in:
1. Approval
2. Approval, with minor modifications
3. Disapproval. In this case a written rationale will be included in the minutes and communicated to the originator with clearly stated modifications required if the course is to be re-submitted for consideration.