Standard Operating Procedure

**Procedure Title:** Approval of Revised Courses  
**Procedure #:** CC.002  
**Revision #:** 003  

**Unit Responsible:** Academic Senate, Curriculum Committee  
**Individual Responsible:** Chair, Curriculum Committee  

**Effective Date:** 04/15/2022  
**Initial Approval Date:** 08/22/2019  
**Last Review/Update Date:** 04/15/2022  
**Next Review Date:** 04/01/2025

*Does this procedure support a Board Policy? Yes*  
If yes, identify: **3.050-Approval of New Courses and Programs**  

Board policies can be found at: **LCC Board of Trustees Policy Page**

*Does this procedure support HLC criteria? Yes*  
If yes, identify: **3A, 3B, 4A, 4B**  

HLC Criteria can be found at: **HLC Accreditation Criteria**

*Does this procedure support a State or Federal Regulation? No*  
If yes, identify: n/a

*Note: Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.*
Approval of Revised Courses, BP 3.050

1. **Purpose**
   To review revised (standard or expedited) courses submitted to the Curriculum Committee (CC) in order to ensure consistency across the various divisions of the College.

2. **Scope**
   This procedure applies to all revised courses proposed by the faculty of the College.

3. **Prerequisites**
   Faculty proposing course revisions (standard or expedited) must follow their divisional processes, leading to approval by their Dean. This includes completing the proper CC worksheet for submission of revised (standard or expedited) course. Once the Dean has approved the proposal, it is forwarded to the Course Information Management Team (CIMT) representative for completion of the 5-star ticket.
   - Curriculum Committee webpage
   - Revised Course Proposal vs Expedited Course Proposal - which one to use?

4. **Responsibilities**
   The Chair of the CC is responsible for overseeing each stage of this Standard Operating Procedure (SOP). The Chair of the Technical Review Team (TRT) will be responsible for overseeing the detailed review of each revised course. The members of the CC and the TRT will be responsible for conducting due diligence with regard to reviewing revised courses.

5. **Procedure**
   Academic Affairs is included on all CC communication so that the college is able to maintain a record of all CC procedures. Academic Affairs will provide support for the CC chair.

   **Expedited Revised Course Proposal:**
   1. The Academic Affairs Project Coordinator (AAPC) receives a 5-star ticket with an expedited revised course proposal from divisional Dean or designee.
   2. The AAPC reviews proposal to ensure that form is complete. If not, proposal is returned to divisional Dean or designee.
   3. The proposal is forwarded to the Director of Assessment for review and approval. If questions or concerns arise, the proposal is returned to the divisional Dean or designee.
4. Once approved, the AAPC will forward the proposal to the full CC by email and advise to review and provide objections with one (1) business day.

5. If no objections from CC members, the proposal is then sent to the Academic Senate for review and approval.
   a. If approved by the Academic Senate, the proposal is then sent to the Provost for review and approval.
   b. If Provost’s approval is received, the AAPC will prepare and send the Letter of Approval to the proposing faculty, division CIMT Rep., and divisional Dean.
   c. If Provost approval is not received, the proposal is returned to the Dean or designee with explanation.

6. If objections are received from CC members, the proposal is returned to the divisional Dean or designee for editing or transferring to a full Revised Course Proposal process. The revised proposals are then reviewed at the Curriculum Committee meeting.

Revised Course Proposal:
1. The AAPC receives a 5-star ticket with a revised course proposal from the divisional Dean or designee.
2. The AAPC reviews proposal to ensure that form is complete. If not, proposal is returned to divisional Dean or designee.
3. The proposal is forwarded to the Director of Assessment and TRT Chair for review and approval. If questions or concerns, the proposal is returned to the divisional Dean or designee.
4. TRT conducts formal, detailed review within five (5) business days. If necessary, they will consult with the divisional Course Information Management Team (CIMT) representative. The CIMT representative communicates with the contact person listed on the proposal.
5. TRT Chair will forward a TRT Report with recommendations to the divisional Dean or designee. The Revised course proposal is added to the next CC meeting.
6. The full CC reviews the proposal.
7. If the proposal is approved, the AAPC will forward the proposal to the Academic Senate President for senate review.
8. If the proposal is approved by Academic Senate, the AAPC will forward the proposal to the Provost for review.
9. If the proposal is approved by Provost,
   a. AAPC will forward a decision letter to the Dean, CIMT representative, and contact person on proposal.
   b. A copy of decision letter and approve proposal will be maintained on the O: drive workspace.
6. **Reference**

Worksheets (Forms tab):
- Revised Course Proposal
- Expedited Revised Course Proposal

7. **Definitions**

**CC: Curriculum Committee** – a Standing Committee of the Academic Senate charged with providing “leadership and support related to academic courses and curricula to ensure that academic standards are maintained” and led by faculty.

**CIMT: Course Information Management Team** – a college-wide committee charged with managing data, information and processes to coordinate and implement aspects of academic course scheduling and instruction.

**TRT: Technical Review Team** – subcommittee of the Curriculum Committee that pre-reviews proposals for technical issues and consistency.