

## Standard Course and Program Workflow

1. Initiator
2. Div Chair
3. Div Dean
4. **Technical Review Team** (follows the parallel process)
  - a. **Curriculum Coordinator** (Team Leader)
  - b. **Articulation Officer**
  - c. **Academic Resources Specialist**
  - d. **Div Representative**
  - e. **Financial Aid Rep (Programs Only)**
  - f. **Distance Education Coordinator**
    - i. Only add this role if Distance Education is checked in Instructional Method
  - g. **Library(Div) Representative**
    - i. Only add this role if Library Materials is “yes” (Course form only)
5. **Curriculum Coordinator** (to determine if it is a substantial or non-substantial change)
6. **Regenerate Workflow**
7. **FYI: Other impacted Div Dean and Div Chair if...**
  - i. Course workflow: course is deleted, title/units changed;  
Program workflow: course is added to or removed from program
8. **TO DO: Articulation Officer (if GEN ED/ TRANSFER PENDING is selected)**
9. Initiator
10. Vice President of Academic Affairs
11. **Academic Resources Specialist** “Get Regional Consortium approval” only add this step if...
  - i. Program is new AND Program Goal (primary and/or secondary) is CTE
12. **Curriculum Committee** (Vote with ability to comment)
  - a. If non-substantial change, only **Div Sub-Committee** reviews and votes on the proposal. 2 of 3 yes votes are necessary to move to next step.

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- b. If substantial change, entire **Curriculum Committee** reviews and votes on the proposal. Majority yes votes (7) are necessary to move to next step.

**13. Curriculum Coordinator:** (reviews committee vote and moves to next step as appropriate).

**14. Academic Senate President** (to enter approval on behalf of the Academic Senate)

**15. Board of Trustees** (to enter approval date on behalf of Board)

**16. Academic Resources Specialist** (to enter information in the Chancellor's Office, and to update the Catalog)

### 17.FYI:

**a. Scheduling Coordinator** gets notified if the course has...

- i. Number change
- ii. Unit change
- iii. Instructional Method change
- iv. Distance Education change

**b. STSV(Div) Chair and STSV(Div) Rep** get notified if...

- i. New program or course is approved

**c. Initiator, Div Dean, Div Chair** get notified if...

- i. New program or course is approved

### 18.TO DO:

**a. TracDat Administrator** gets notified to "Update TracDat" if...

- i. Program or course is new, deleted, or title edited.

**b. Admissions and Residency Specialist** gets notified to "Generate major code and update Open CCC" if...

- i. Program is new

**c. Director of Financial Aid** gets notified to "Add program as Financial Aid Eligible" if...

- i. Program is new AND is not Skill Certificate

**d. Financial Aid Specialist** gets notified to "Update Financial Aid Website" if...

- i. Program is new

**e. Resource Specialist** gets notified to "Scribe to DegreeWorks" if...

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i. Program is new

**19. Banner sync step**