Steps to Create a New Course:

1. Gather data – why would students want to take this class (estimate enrollment with related rationale or data)? Is it part of a degree/certificate? Does the course articulate for major or general education? Is there LMI data to support the course? Are there other colleges in the area competing to find students for the course? Does it satisfy a licensing requirement? Meet with department and dean to discuss fit with community college mission.

2. Contact the Curriculum Chair to attend a Curriculum Guidance Meeting [Thursdays 9-10am] where you will present your course to the Curriculum Chair, Articulation Officer, Vice Provost of Academic Affairs and Curriculum Specialists.

3. Present the course to the full Curriculum Committee for approval.

4. Launch the course in eLumen following the examples online see [https://www.westvalley.edu/committees/curriculum/#tabs-6] especially all the great Training Videos and [Completing the Distance Learning Template in eLumen](https://www.westvalley.edu/committees/curriculum/#tabs-6)

5. Once the faculty member submits the course then it will need to get approval from the following individuals in order: Division Curriculum Rep, Distance Learning Rep, Department Chair, Division Dean [see Curriculum Workflows for more information]. Anyone in the workflow might reach out with questions or corrections that may cause the course to be sent back to the faculty stage so that hopefully by the time the course gets to tech review it is mostly polished. Please keep track of the workflow in the eLumen Curriculum Dashboard and consider sending a reminder if you notice the course has stalled at one stage.

6. Once the course gets approval by the Division Dean then it will go to Tech Review which happens every Thursday morning. After a quick review to ensure all necessary fields are complete the course is then put on the agenda for the next Curriculum Meeting. The agenda is mailed out on Friday and the authors of the course will get an email inviting them to attend the Monday meeting.

7. Between when the agenda is mailed out and the Monday meeting, the curriculum committee will start reviewing their area of expertise within each course on the agenda so that they will be ready during the meeting to efficiently ask questions and request changes. The committee will try to work around what times faculty can attend the meetings so they can be present as an expert on the course, general course review will start with whichever member was present first in the meeting.

8. After Curriculum Committee approval the course will then go to the Board of Trustees for approval and presentation at the Academic Senate.

9. The Articulation Officer will submit courses for CSU and/or UC transfer and GE in December. The Articulation Officer will notify the department chair and dean of the status of the requests.

Steps to Voluntarily Revise a Course:

1. For a voluntary revision meet with department and dean as necessary to discuss substantial changes to the course.

2. If the voluntary revision includes unit changes, title changes, subject code changes or course number changes then the changes will need to be presented to the Curriculum Guidance Committee [Thursdays 9-10am].

3. If you get approval then you would launch the course in eLumen and follow steps 4-9 above.
Steps for courses from the Mandatory Revision List:
Follow steps 4-9 above.

UPDATED – FALL 2021