Course Processes

NEW Courses

1. Meet with department and dean to discuss fit with community college mission, rationale for new course, and need within both the district and the region.
2. Meet with Curriculum Guidance Group and/or Articulation Officer and Curriculum Chair for Guidance.
3. Present new course to Curriculum Committee for approval.
4. Launch course in eLumen; be sure to select the correct template if proposing distance education.
5. Track course through the workflow.
6. Attend Curriculum Committee when course is scheduled for review.
7. After Curriculum Committee approval and Board of Trustee approval, the Articulation Officer will submit courses for CSU and/or UC transfer and GE. The AO will notify the department chair and dean of the status of the requests.

MODIFIED Courses

1. Meet with department and dean as necessary to discuss substantial changes to the course.
2. Meet with Curriculum Guidance Group and/or Articulation Officer and Curriculum Chair for guidance if needed.
3. Launch course in eLumen; be sure to select the correct template if course has distance education or you are proposing distance education.
4. Track course through the workflow.
5. Attend Curriculum Committee when course is scheduled for review.