

Course Revision

Guidelines and Instructions (Please read carefully)
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Revision	Use <i>this</i> form (COURSE REVISION) if: the course outline is being rewritten with items being added, changed or removed.
Reformat (update)	Use the form OUTLINE REFORMAT if: the outline is being reformatted to bring the outline into conformance with current outline standards and format.

Course identifier

Course identifier (prefix & number/letter):	Implementation date (term, year):
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Course Title for Time Schedule
(30 characters, including spaces):

Course Content Overlap Sign-off (Non-proposal department chair(s) sign as needed)
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Department	Overlap?	Chair Initials	Department	Overlap?	Chair initials
	<input type="checkbox"/> No overlap <input type="checkbox"/> Acceptable overlap			<input type="checkbox"/> No overlap <input type="checkbox"/> Acceptable overlap	
	<input type="checkbox"/> No overlap <input type="checkbox"/> Acceptable overlap			<input type="checkbox"/> No overlap <input type="checkbox"/> Acceptable overlap	

Revision Action(s)

Please see the guidelines for Proposal, Informational and Office Agenda Item Categories on the reverse.
If you would like assistance completing this form please call the Dean of Curriculum at x3360.

I.A Date	<input checked="" type="checkbox"/> Please change the date to the proposal submission month and year.	
I.B Department		Use form: OTHER ACTIONS.
I.C Course Identifier	<input type="checkbox"/> Revised from:	Informational Agenda item
I.D Course Title	<input type="checkbox"/> Revised from:	Informational Agenda Item
II.A Hours	<input type="checkbox"/> Revised from:	Proposal Agenda Item
II.B Units	<input type="checkbox"/> Revised from:	Proposal Agenda Item
II.C Pre/Co/Advisory	<input type="checkbox"/> Revised	See instructions on reverse
II.D Justification	<input type="checkbox"/> Revised	
II.E Field Trips	<input type="checkbox"/> Revised	
II.F Grading	<input type="checkbox"/> Revised from:	Informational Agenda Item
II.G Repeatability	<input type="checkbox"/> Revised from:	Informational Agenda Item
III. Catalog Description	<input type="checkbox"/> Revised	See Catalog Description, Major Learning Outcomes, or Content revision(s) on reverse.
IV. Major Learning Outcomes	<input type="checkbox"/> Revised	
V. Content	<input type="checkbox"/> Revised	
VI.A Assignments	<input type="checkbox"/> Revised	Informational Agenda Item
VI.B Evaluation	<input type="checkbox"/> Revised	Informational Agenda Item
VI.C Texts & Materials	<input type="checkbox"/> Revised	Informational Agenda Item

Signatures (Chair and dean signatures are required)
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Department Chair:	School/Division Dean:	Curriculum Chair (upon Committee approval):

Revisions to Catalog Description, Outcomes, or Content	
Revisions to the description, outcomes and/or the content sections of a course outline, that are outside the scope and/or framework of the current approved course outline.	Proposal Agenda Item
Revisions to the description, outcomes and/or the content sections of a course outline, that are within the scope and/or framework of the current approved course outline.	Informational Agenda Item
Questions? Talk to the Curriculum Committee Chair or Dean of Curriculum.	

Revisions to Prerequisites, Corequisites, and Advisories
When revising prerequisites, corequisites, and/or advisories to a course, two actions are required: 1. An updated Course Outline of Record is to be submitted with this form. 2. A separate prerequisite form is to be filed with the Matriculation Office. Unless there are other, significant changes to the course outline, revisions to prerequisites, corequisites, and advisories are handled as Informational Agenda Items.
Questions? Talk to the Curriculum Committee Chair, Assessment and Prerequisite Coordinator, or Dean of Curriculum.

Revision justification (Please enter a brief statement explaining the reason for the revision(s) being proposed.)

Agenda Item Categories	
Proposal items	Proposal items require a formal presentation to the Curriculum Committee by the department head and Curriculum Committee approval.
Informational items	1. Informational items are placed on the Curriculum Committee agenda and do not require Curriculum Committee approval. Informational items appear in the Curriculum Committee minutes. 2. A formal presentation is not required at a Curriculum Committee meeting; however, it is recommended that department heads attend the meeting should there be any questions (see next). 3. Informational items may be challenged by a Curriculum Committee member, a department (head) or an administrator, and subsequently moved to the proposal agenda of the next scheduled Curriculum Committee meeting (see Proposal items above).

Submission Instructions (Submit to the Curriculum Office, Cloud 308E)	
Proposal Agenda Items	Prepare 28 collated and stapled copies of: 1) this form and 2) the revised course outline The first/top copy must be an original signatures copy.
Informational Agenda Items	Prepare one copy of: 1) this form and 2) the revised course outline.
Office Items	The revised outline must have original signatures

Curriculum Office Use Only			
TOP Code:	SAM Code:	CB11 Classification:	<input type="checkbox"/> Standalone <input type="checkbox"/> Basic Skills