

Curriculum Committee Tabling Policy

Approved March 2, 2018

After a course/degree/certificate has received SLO approval, DE approval (if relevant), and Dean approval, it is placed on the curriculum committee agenda for the first time. The originator (or an appropriate proxy) must attend the curriculum meeting in which the course/degree/certificate is discussed. If an originator (or an appropriate proxy) is unable to attend the meeting, one of two things will happen.

- If the originator lets the curriculum co-chair prior to the meeting that he/she cannot attend, the course/degree/certificate will be postponed to the next meeting.
- If the originator (or an appropriate proxy) fails to show up to the meeting without prior communication with the curriculum co-chair, the course/degree/certificate will be **tabled**, with the understanding that it will be placed on the agenda for the next curriculum committee meeting.

During the curriculum committee meeting, the course/degree/certificate will be discussed. Based on this discussion, one of three things will happen.

- The course/degree/certificate needs no (or relatively minor) revisions and is approved for the first time by the curriculum committee.
- The course/degree/certificate needs revisions and is sent back to the originator so that the recommended revisions can be made. The course/degree/certificate will be **tabled** until the revisions have been made and the originator has re-launched the course/degree/certificate in Meta.
- The curriculum committee rejects the course/degree/certificate.

If a course/degree/certificate is tabled 3 times (either from lack of attendance or excessive edits required), it will be rejected in Meta which will require the originator to start the review process over.

After the course/degree/certificate is approved by the curriculum committee and the board of trustees, it is submitted to the state chancellor's office. Occasionally, additional information (beyond what is in the COR) is required and the course/degree/certificate originator will be asked by the curriculum specialist to provide the additional information. If the originator does not respond to the request of the curriculum specialist within 4 contract weeks, the course will be rejected in Meta which will require the originator to start the review process over.

EXAMPLES:

- If an originator launches a course/degree/certificate and fails to show up to three meetings in a row, the course/degree/certificate will be un-launched.
- If an originator launches a course/degree/certificate and fails to show up to two meetings in a row, during the third meeting the course/degree/certificate must either be approved or it will be rejected.
- If an originator launches a course/degree/certificate and it requires substantial revisions, these revisions must be completed by the third meeting where course/degree/certificate will either be approved or it will be rejected.
- If a course/degree/certificate is approved by the curriculum committee and the board but the state chancellor's office requests additional information, the course originator has 4 contract weeks to respond to the curriculum specialist or course/degree/certificate will be rejected.