

Process and Workflow for Curriculum Proposals

- Before preparing a curriculum proposal, consult with a member of your Division Instructional Committee (DIC) or of the Curriculum and Instructional Committee (CIC) to make sure you are following current guidelines and using current forms.
- Once you have prepared a proposal, meet with one of your DIC members to have it reviewed. The DIC member will sign off when no corrections are needed.
- After your DIC review, meet with your Division Dean for his/her signature.
- Your proposals should be then submitted to CIC as follows:
 - Email with attached proposals is sent to Lori Rohleder, Office of Instruction Curriculum Specialist, and Gabriela Segade, CIC Chair (date of email serves as a time stamp).
 - Signed hard-copy is submitted to Office of Instruction and is time stamped.¹
- The Technical Review Committee² will review your proposals and will contact you and the DIC member if there are minor comments or suggested revisions. **Proposals that need considerable revision will sent back to you and the DIC member who signed the proposal, with copy to the Division Dean.** This step is necessary to make sure we all learn the process and avoid future errors.
- Your proposals are then placed on the agenda in the order in which they were submitted. You should be present at the CIC meeting when your proposal is discussed (or send a representative who is familiar with the proposal) to answer any questions or clarify doubts.
- After proposals are approved by CIC, they are forwarded to the local Board and to the State Chancellor's Office for approval. Courses that require C-ID or articulation approval are submitted by the Articulation Officer (Bob Webster).

¹ A proposal is considered to be submitted when both electronic and signed hard-copy versions have been received by the CIC.

² The Technical Review Committee members are: Tammeil Gilkerson, VP of Instruction; Lynette Kral, Academic Senate Secretary; Lori Rohleder, Office of Instruction Curriculum Specialist; Gabriela Segade, CIC Chair; and Robert Webster, Articulation Officer.