

III. Processes

The following items are developed and approved in accordance with the procedures described below.

1. Developing curriculum, including establishing prerequisites and placing courses within disciplines.

Courses, including prerequisites, are proposed by divisions. **New courses may only be proposed by divisions for which 100% of courses and programs are on a regular learning outcomes assessment cycle, and for which completed program review documents were submitted during the most recent program review cycle.** They receive a first reading at the Curriculum and Instruction Committee. Courses may be returned to the division for clarification or correction, or passed to Academic Affairs for a second reading. Academic Affairs may return proposals to Curriculum and Instruction for correction or pass to the Campus Executive Committee for approval. Disputes over division placement are resolved by the Academic Senate. The Senate appointment (faculty) together with the Academic Affairs appointment (administration) will co-chair the Curriculum and Instruction Committee.

- D. Educational program development: **New programs may only be proposed by divisions for which 100% of courses and programs are on a regular learning outcomes assessment cycle, and for which completed program review documents were submitted during the most recent program review cycle.** Programs are reviewed by Academic Affairs and forwarded to the Academic Senate for approval. Approved programs are sent to Campus Executive Committee and the Board of Trustees for approval. Certain courses must also seek state approval.