

IVCC Curricular Process

Changes being made	Required documentation	Approval Required From (in order approval should be received)	Timeline Estimate
CHANGES AT THE COURSE LEVEL			
Update course outline to new form (date change and review)	<ol style="list-style-type: none"> 1. Updated outline using most current Outline Form; 2. Rationale briefly explaining the change 	<ol style="list-style-type: none"> 1. Dean 2. VPAA and AA for VPAA 3. Curriculum as FYI 	Within two weeks of submission
Textbook and resource updates	<ol style="list-style-type: none"> 1. Updated outline using most current Outline Form; 2. Rationale briefly explaining the change 	<ol style="list-style-type: none"> 1. Dean 2. VPAA and AA for VPAA 3. Curriculum as FYI 	Within two weeks of submission
Typographical Corrections <i>Note: If corrections are made to the course description, those changes need to be documented somehow so that Curriculum knows what to fix in Colleague and the Catalog</i>	<ol style="list-style-type: none"> 1. Updated outline using most current Outline Form; 2. Rationale briefly explaining the change 3. Proposal for Change of Existing Course Form 	<ol style="list-style-type: none"> 1. Dean 2. VPAA and AA for VPAA 3. Curriculum as FYI 	Within two weeks of submission
Minor (less than 30%) changes to Course Topics and Content Requirements	<ol style="list-style-type: none"> 1. Updated outline using most current Outline Form; 2. Rationale briefly explaining the change 	<ol style="list-style-type: none"> 1. Dean 2. VPAA and AA for VPAA 3. Curriculum as FYI 	Within two weeks of submission

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CHANGES AT THE COURSE LEVEL			
Minor (less than 30%) changes in Instructional Methods	<ol style="list-style-type: none"> 1. Updated outline using most current Outline Form; 2. Rationale briefly explaining the change 	<ol style="list-style-type: none"> 1. Dean 2. VPAA and AA for VPAA 3. Curriculum as FYI 	Within two weeks of submission
Minor (less than 30%) changes in Evaluation of Student Achievement	<ol style="list-style-type: none"> 1. Updated outline using most current Outline Form; 2. Rationale briefly explaining the change 	<ol style="list-style-type: none"> 1. Dean 2. VPAA and AA for VPAA 3. Curriculum as FYI 	Within two weeks of submission
Minor (less than 30%) changes in Institutional Learning Outcomes	<ol style="list-style-type: none"> 1. Updated outline using most current Outline Form; 2. Rationale briefly explaining the change 	<ol style="list-style-type: none"> 1. Dean 2. VPAA and AA for VPAA 3. Curriculum as FYI 	Within two weeks of submission
Minor (less than 30%) changes in Course Outcomes and Competencies	<ol style="list-style-type: none"> 1. Updated outline using most current Outline Form; 2. Rationale briefly explaining the change 	<ol style="list-style-type: none"> 1. Dean 2. VPAA and AA for VPAA 3. Curriculum as FYI 4. Programmatic Accrediting Body (some programs) 	Within two weeks of submission

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Change to pre- or co-requisite	<ol style="list-style-type: none"> 1. Updated outline using most current Outline Form; 2. Rationale briefly explaining the change 3. Proposal for Change of an Existing Course Form 	<ol style="list-style-type: none"> 1. Division Counselor 2. Dean 3. Curriculum Committee 	Within two weeks of meeting
Title, prefix, course number Change <i>Note: Must work with Counseling to update all degree/certificates this change will affect.</i>	<ol style="list-style-type: none"> 1. Updated outline using most current Outline Form; 2. Updated Guidesheet 3. Rationale briefly explaining the change and why necessary 4. Proposal for Change of an Existing Course Form 	<ol style="list-style-type: none"> 1. Division Counselor 2. Academic Affairs Designee (credit hour/prefix) 3. Dean 4. Curriculum Committee 5. ICCB 	Submission to ICCB within 2 weeks of CC meeting, timeframe dependent on ICCB- ICCB has 30 days to process all requests.
Change to course description	<ol style="list-style-type: none"> 1. Updated outline using most current Outline Form; 2. Rationale briefly explaining the change 3. Proposal for Change of an Existing Course Form 	<ol style="list-style-type: none"> 1. Division Counselor 2. Dean 3. Curriculum Committee 	Within two weeks of meeting

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CHANGES AT THE COURSE LEVEL			
Change in credit hour (if change in credit hour will affect certificate or degree hours, this must be submitted separately).	<ol style="list-style-type: none"> 1. Updated outline using most current Outline Form; 2. Rationale briefly explaining the change 3. Proposal for Change of an Existing Course Form 	<ol style="list-style-type: none"> 1. Division Counselor 2. Dean 3. Curriculum Committee 4. ICCB 	Submission to ICCB within 2 weeks of CC meeting, timeframe dependent on ICCB- usually within 2 weeks of submission
Change in Contact Hours (lecture/seminar/lab/clinical/practicum/internship)	<ol style="list-style-type: none"> 1. Updated outline using most current Outline Form; 2. Rationale briefly explaining the change 3. Proposal for Change of an Existing Course Form 	<ol style="list-style-type: none"> 1. Division Counselor 2. Dean 3. Curriculum Committee 4. ICCB 	Submission to ICCB within 2 weeks of CC meeting, timeframe dependent on ICCB- usually within 2 weeks of submission
Change in course content (major)	<ol style="list-style-type: none"> 1. Updated outline using most current Outline Form; 2. Rationale briefly explaining the change and reason for change 	<ol style="list-style-type: none"> 1. Division Counselor 2. Dean 3. Curriculum Committee 	Within two weeks of meeting

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CHANGES AT THE COURSE LEVEL			
Change in PCS/CIP Code and Transferability <i>Note: This requires a second look after articulations are received.</i>	<ol style="list-style-type: none"> 1. Updated outline using most current Outline Form; 2. Rationale briefly explaining the change and reason for change 	<ol style="list-style-type: none"> 1. Division Counselor 2. Dean 3. Curriculum Committee 4. ICCB 	Submission to ICCB within 2 weeks of CC meeting, timeframe dependent on ICCB- usually within 2 weeks of submission
Change in Assessment Methods and Methods of Evaluation	<ol style="list-style-type: none"> 1. Updated outline using most current Outline Form; 2. Rationale briefly explaining the change and reason for change 	<ol style="list-style-type: none"> 1. Dean 2. Curriculum Committee 	Within two weeks of meeting
Changes to Certificate or Degree			
Change in Certificate or Degree (New/changed courses need to be submitted separately)	<ol style="list-style-type: none"> 1. Updated guidesheet 2. Rationale 3. Needs assessment (advisory committee/industry input, effects on student- both positive and negative) 4. Cost analysis (facility and faculty needs) 	<ol style="list-style-type: none"> 1. Division Counselor 2. Dean 3. Curriculum Committee 4. ICCB 	

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New Course, Certificate, or Degree			
New non-Transfer Course	<ol style="list-style-type: none"> 1. Course Outline 2. Proposal for Course Approval Form 3. Rationale 	<ol style="list-style-type: none"> 1. Dean 2. Curriculum Committee 3. ICCB 	Submission to ICCB within 2 weeks of CC meeting, timeframe dependent on ICCB- usually within 2 weeks of submission
New Course, Certificate, or Degree			
New Transfer Course (required 2 nd look after articulation agreements are received)	<ol style="list-style-type: none"> 1. Course outline 2. Articulation agreements 3. Proposal for Course Approval 4. Rationale 	<ol style="list-style-type: none"> 1. Division Counselor 2. Dean 3. Curriculum Committee 4. Board of Trustees 5. ICCB 	Submission to ICCB within 2 weeks of CC meeting, timeframe dependent on ICCB- usually within 2 weeks of submission
New Certificate (new courses must be submitted separately)	<ol style="list-style-type: none"> 1. Certificate Guidesheet 2. Rationale including completed needs survey (job outlook, advisory committee input, industry partner recommendation), cost analysis (facility and faculty needs) 	<ol style="list-style-type: none"> 1. Division Counselor 2. Dean 3. Curriculum Committee 4. Board of Trustees 5. ICCB 6. HLC 7. Programmatic Accreditation Body, if applicable. 	Submitted to Board within 2 weeks of CC meeting, submitted to ICCB within 2 weeks of approval of Board, timeline dependent on ICCB, usually within 2 weeks of complete submission

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New Course, Certificate, or Degree			
New Degree (new courses must be submitted separately)	<ol style="list-style-type: none"> 1. Degree Guidesheet 2. Rationale including completed needs survey (job outlook, advisory committee input, industry partner recommendation), cost analysis (facility and faculty needs) 	<ol style="list-style-type: none"> 1. Division Counselor 2. Dean 3. Curriculum Committee 4. Board of Trustees 5. ICCB 6. HLC 7. Programmatic Accreditation Body, if applicable. 	Submitted to Board within 2 weeks of CC meeting, submitted to ICCB and HLC within 2 weeks of approval of board, timeline dependent on ICCB, usually within 2 weeks of complete submission