

Procedure for Entering Courses into CCCNS

Courses Developed at an Individual College

1. Faculty member develops a course guide/template and submits it to the curriculum committee at the individual college for approval.
2. As part of the approval process, the college's Curriculum Committee reviews other courses currently in the database, both within and without the discipline, to assure that no other like course exists.
3. Upon approval, the chair of the curriculum committee forwards the course guide/template to the institution's Chief Academic Officer for approval. Once approved, the course guide/template is forwarded to the CCCS Office of the Provost, where it is checked for number availability and appropriateness, and entered into the Proposed Database. Only course guide/template templates submitted by the college's Chief Academic Officer will be accepted for entry into the Proposed Database.
4. At the same time that the course is entered into the Proposed Database, the CCCS staff member will notify the current State Discipline Chair of the addition. The Discipline Chair then forwards the notification to the Discipline Committee for review of the proposed course.
5. If there is no identified Chair the course information will be forwarded to the Chief Academic Officers at each community college to have the information reviewed by the appropriate faculty.
6. On the first of every month (September through April) a CCCS staff member posts a notice on the CCCNS Bulletin Board indicating the addition of the course to the Proposed Database so that it can be reviewed by faculty for possible duplication or other objections. It will stay in the Proposed Database for 30 days. If no objections are heard from either the Discipline group, or other faculty, within that period, the course is first reviewed by the Statewide Faculty Curriculum Committee, and then sent to the Education Services Curriculum Committee for review, for either final approval or disapproval. Courses submitted between April 1 and August 30 will be posted in September.
Any faculty objections will be considered by the Statewide Faculty Curriculum Committee, for resolution. If the SFCC is unable to resolve the issue, the Education Services Curriculum Committee will make a final recommendation to the Vice President of Education Services for approval or disapproval.
7. After each course has been approved by the Education Services Curriculum Committee, the Committee will make recommendation to the Educational Services Council to have the course moved from the Proposed Database to the Official Database.
8. If disapproved, it is returned to the individual college's curriculum committee with a reason for disapproval and a suggested course of action for changes and resubmission.
9. If approved, a staff member in the Office of the VPES enters it into the Official Database and posts the approval to the CCCNS Bulletin Board.

Courses Developed By a Discipline Group

1. A Discipline group could decide to add a course to the community college offerings based on a request from an individual college, an industry partner, or another community entity.
2. After the Course guide/template and CCCNS Template are developed by the Discipline group, one college representative acts as the "Course Champion" and submits the course to the Curriculum Committee at his/her home college.
3. The CCCNS Procedure then picks up at the above Step 3, and continues to final approval or disapproval.