Curriculum SUBMISSIONS

STEPS FOR SUCCESS

Log on
Review the Curriculum website to identify the forms and process necessary for submission of your Course Outline of Record (COR).

Download and Fill-In
Refer to the Forms page on the Curriculum website for guidance in completing the correct forms (samples are posted for each form). Use this time to insert new ideas and creative concepts within your courses and programs. Review your document to ensure that the information included is accurate. Inaccuracies or missing information may cause delays in the review and approval of the submission.

Consult
Prior to submitting, consult with colleagues and campus resources (Curriculum Chair, SLO Coordinator, Articulation, Library, Committee Members), where necessary, to assist with finalizing the documents.

Identify Critical Changes
Help the Committee by using the ECD notes function to highlight critical changes you have made on your COR. Accelerated review may be granted for minor changes to CORs that are required for CID, articulation or other submissions.

Submit
Ensure that you submit following the appropriate submission process. All processes for submission to the Committee are available on the Curriculum website.

Track your Submission
Watch the progress of your submission by viewing the COR on ECD or by going to the Curriculum website to view the ECD Activity Log.

Correct the COR
Once submitted, the COR will begin technical review where notes and recommendations will be added by the Committee, via ECD, and be returned to the originator for corrections. PLEASE review and address the Committee notes on the COR. All notes can be addressed by adding a note with your initials or adding a note to express the reason for NOT making the recommended change. Failure to address the recommended revisions, based on committee recommendations, may result in the delay of approval of your COR.

Re-Submit
Once the COR has been reviewed and corrected, promptly re-submit the updated COR to avoid delays.

See you at the Meeting!
The originator will be contacted to attend a Curriculum Committee meeting to present the COR and answer questions that the Committee may have. Be aware, in order to approve the COR, a department representative MUST be present. Failure to attend will result in the action being tabled.