

Course Change and Timeline Chart: Internal and External Approval Processes

Course Change Description				Internal and External Processes
Curriculum Change Specification	Classification Status	ICCB Previous Approval Category	ICCB Approval Category Sought	PACC Process
New Course	New	N/A	To add a course	District PACC Process with External Agency Review
				Timeline:
				Timeline Total:
Course adoption of an active course from a sister college (major changes)	New	N/A	To add a course	District PACC Process for major changes with External Agency Review. ICCB changes to : 1) Curriculum Assignment (curriculum designation, e.g., program course is attached), 2) Course Prefix (departmental code) and Number, 3) Course Title, 4) PCS and CIP Code Assignment, 5) Credit Hours, 6) Contact Hours (lecture/lab/studio), and 7) Repeatability or Variable Credit. CCC changes to : 8) Catalog Description, 9) Prerequisites and Co-requisites, 10) Course Objectives, and 11) Major changes to master syllabus SLOs: a) Rewriting, completely, a student learning outcome to reflect new learning expectations; b) Adding two or more student learning outcomes to the original list; c) Changing, significantly, the overall intent of the student learning outcomes; d) Changing district-wide discipline approved SLOs; and/or e) Changing two or more IAI approved SLOs.
				Timeline:
				Timeline Total:
Course adoption of an active course from a sister college (minor changes)	New	N/A	To add a course	College PACC Process for minor changes with External Agency Review and report out to Step 3. CCC changes to: a) Minor changes to master syllabus SLOs : 1) Strengthening the language to adhere to Bloom’s taxonomy (or other appropriate taxonomies); 2) Adding one student learning outcome to the existing list (applies to non-IAI transfer and occupational courses); 3) Updating the language of the SLOs to follow the changes in the disciplinary subject; and/or 4) Developing SLOs that were nonexistent in the most current IAI approval. b) Minor changes to the general language of the entire syllabus.
				Timeline:
				Timeline Total:
Course (minor changes to original withdrawn course)	Reuse (activate a withdrawn course)	Withdrawn	To add a course	College PACC Process for minor changes with External Agency Review (This includes withdrawn courses from a sister college) and report out to Step 3. CCC changes to: a) Minor changes to master syllabus SLOs : 1) Strengthening the language to adhere to Bloom’s taxonomy (or other appropriate taxonomies); 2) Adding one student learning outcome to the existing list (applies to non-IAI transfer and occupational courses); 3) Updating the language of the SLOs to follow the changes in the disciplinary subject; and/or 4) Developing SLOs that were nonexistent in the most current IAI approval. b) Minor changes to the general language of the entire syllabus.
				Timeline:
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Course (major changes to original withdrawn course)	Reuse (activate a withdrawn course)	Withdrawn	To add a course	<p>District PACC Process for major changes with External Agency Review (This includes withdrawn courses from a sister college). ICCB changes to : 1) Curriculum Assignment (curriculum designation, e.g., program course is attached), 2) Course Prefix (departmental code) and Number, 3) Course Title, 4) PCS and CIP Code Assignment, 5) Credit Hours, 6) Contact Hours (lecture/lab/studio), and 7) Repeatability or Variable Credit. CCC changes to : 8) Catalog Description, 9) Prerequisites and Co-requisites, 10) Course Objectives, and 11) Major changes to master syllabus SLOs:</p> <p>a) Rewriting, completely, a student learning outcome to reflect new learning expectations; b) Adding two or more student learning outcomes to the original list; c) Changing, significantly, the overall intent of the student learning outcomes; d) Changing district-wide discipline approved SLOs; and/or e) Changing two or more IAI approved SLOs.</p> <p>Timeline:</p> <p>Timeline Total:</p>
Course (withdrawal)	Withdrawal	Approved	To withdraw course	<p>Recommended to go directly to Step 2A and report out to Step 3. Note: but withdrawal should be a Joint decision between department and administration, to discuss at VPs' meeting.</p> <p>Timeline:</p> <p>Timeline Total:</p>
Course (major CCC changes to existing course)	Active	Approved	N/A	<p>District PACC Process for major changes without ICCB Review (that affects and includes other CCC Colleges). CCC changes to: 1) Catalog Description, 2) Prerequisites and Co-requisites, 3) Course Objectives, 4) Major changes to master syllabus SLOs: a) Rewriting, completely, a student learning outcome to reflect new learning expectations; b) Adding two or more student learning outcomes to the original list; c) Changing, significantly, the overall intent of the student learning outcomes; d) Changing district-wide discipline approved SLOs; and/or e) Changing two or more IAI approved SLOs. 5) Any changes to the required elements of the original syllabus, e.g required exit testing to portfolio review. 6) Other changes that may apply</p> <p>Timeline:</p> <p>Timeline Total:</p>
Course (minor CCC changes to existing course)	Active	Approved	N/A	<p>Recommended to go directly to Step 2A and report out to Step 3. CCC minor changes to master syllabus SLOs : 1) Strengthening the language to adhere to Bloom's taxonomy (or other appropriate taxonomies); 2) Adding one student learning outcome to the existing list (applies to non-IAI transfer and occupational courses); 3) Updating the language of the SLOs to follow the changes in the disciplinary subject; and/or 4) Developing SLOs that were nonexistent in the most current IAI approval. 5) SLOs are created or revised to more thoroughly reflect the course objectives and course topical outline, e.g course outcomes</p> <p>Timeline:</p> <p>Timeline Total:</p>

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Curriculum Change Specification	Classification Status	ICCB Previous Approval Category	ICCB Approval Category Sought	PACC Process
Course (major ICCB changes to existing course)	Active	Approved	Major modification to a course	District PACC Process for major changes with External Agency Review (that affects and includes other CCC Colleges). ICCB Changes to: 1) Curriculum Assignment (curriculum designation, e.g., program course is attached), 2) Course Prefix (departmental code) and Number, 3) Course Title, 4) PCS and CIP Code Assignment, 5) Credit Hours, 6) Contact Hours (lecture/lab/studio), and 7) Repeatability or Variable Credit. CCC changes to: 8) Catalog Description, 9) Prerequisites and Co-requisites, 10) Course Objectives, and 11) Major changes to master syllabus SLOs: a) Rewriting, completely, a student learning outcome to reflect new learning expectations; b) Adding two or more student learning outcomes to the original list; c) Changing, significantly, the overall intent of the student learning outcomes; d) Changing district-wide discipline approved SLOs; and/or e) Changing two or more IAI approved SLOs. 12) Any changes to the required elements of the original syllabus, e.g required exit testing to portfolio review. 13) Other changes that may apply
				Timeline:
				Timeline Total:
Course (activate a CCC inactive course with ICCB major changes)	Active	Approved	Major modification to a course	District PACC Process for major changes with External Agency Review (that affects and includes other CCC Colleges). ICCB Changes to: 1) Curriculum Assignment (curriculum designation, e.g., program course is attached), 2) Course Prefix (departmental code) and Number, 3) Course Title, 4) PCS and CIP Code Assignment, 5) Credit Hours, 6) Contact Hours (lecture/lab/studio), and 7) Repeatability or Variable Credit. CCC changes to: 8) Catalog Description, 9) Prerequisites and Co-requisites, 10) Course Objectives, and 11) CCC major changes to master syllabus SLOs: a) Rewriting, completely, a student learning outcome to reflect new learning expectations; b) Adding two or more student learning outcomes to the original list; c) Changing, significantly, the overall intent of the student learning outcomes; d) Changing district-wide discipline approved SLOs; and/or e) Changing two or more IAI approved SLOs. 12) Any changes to the required elements of the original syllabus, e.g required exit testing to portfolio review. 13) Other changes that may apply
				Timeline:
				Timeline Total:
Course (activate a CCC inactive course with minor changes)	Active	Approved	N/A	Recommended to go directly to Step 2 Aand report out to Step 3. CCC changes to: Minor changes to master syllabus SLOs : 1) Strengthening the language to adhere to Bloom’s taxonomy (or other appropriate taxonomies); 2) Adding one student learning outcome to the existing list (applies to non-IAI transfer and occupational courses); 3) Updating the language of the SLOs to follow the changes in the disciplinary subject; and/or 4) Developing SLOs that were nonexistent in the most current IAI approval. 5) SLOs are created or revised to more thoroughly reflect the course objectives and course topical outline, e.g course outcomes
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