



GC Curriculum Committee Course Revision Policy Approved Spring 2021 – Effective Spring 2022

Statute References: Education Code 78016; Title 5, §55003; Standard IIA.2(e), ACCJC

FIVE YEAR CYCLE

Course Outlines of Record (CORs) must be submitted for review at least every five years which allows the Curriculum Committee to complete the review by the six-year deadline. CTE courses must be reviewed every two years.

By March 1st, the Curriculum Committee and Instructional Operations will provide a list of courses to department/disciplines that are up for review the following year. This list will be available to the public on the Curriculum Committee webpage. Department/discipline faculty should work with their division curriculum representatives, Curriculum Chair and Instructional Operations to ensure that course revisions are completed and submitted within five years of the proposal start (effective term).

WHAT DOES COURSE REVISION ENTAIL?

1. Department/discipline faculty have originated and submitted completed Course Modification Proposals and all corresponding documents by September 15th to your Dean
 2. Department/discipline faculty have responded to any requests for changes from the Curriculum Committee, Curriculum Chair, Student Learning Outcomes Coordinator, your Dean, Distance Education Coordinator or Instructional Operations prior to approval
 3. The course is locally approved by the Curriculum Committee and Board of Trustees prior to the new proposal start (effective term).
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WHAT HAPPENS IF A COURSE IS NOT REVISED?

Course outlines that have not been submitted for review within 5 years will be subject for **DELETION**. Under extenuating circumstances, department/disciplines may request up to a one-year extension to the 5- year revision policy. See Curriculum Handbook or website for procedures.

WHAT HAPPENS IF A COURSE IS DELETED?

Once a course is deleted, it may no longer be offered or scheduled, and must be removed from any associated degrees or certificates. To reinstate a deleted course, the department/discipline faculty would need to submit it as a "new course" to the curriculum committee for review, approval and inclusion in a subsequent catalog year. See Curriculum Handbook or website for procedures.