Credit Course Creation Process

> Prior to creating a new course or making substantive revisions to an existing credit course, it is recommended that you consider the following:
> - For which degrees/certificates (current or planned) will this course be applicable?
> - Have you consulted with other departments regarding degrees/certificates for which this course might be appropriate?
> - For which, if any, Foothill GE, CSU GE, or IGETC areas do you plan to submit this course for inclusion?
> - If this course is intended for C-ID approval or you wish to obtain transfer articulation of this course for a lower division major requirement, please contact the Articulation Officer early in the process for more information.
> - If you are making a unit change to an existing course, please contact any departments that include the course in a program, to assess the potential impact.

1. Complete New Course Proposal form—available on the CCC webpage.
   a. Approval by Division Curriculum Committee (CC)
   b. Forwarded to Curriculum Coordinator by Division Curriculum Rep(s)
   c. Presented to College Curriculum Committee (CCC)

2. Create Course Outline of Record (COR) in C3MS system.
   a. C3MS workflow:
      i. Edit: Faculty author completes all necessary sections of the form, enters SLOs in the TracDat system, and fills out supplemental forms (if applicable—see Step #3)
      ii. Articulation: Articulation Officer works with faculty to assist with transferability (if applicable)
      iii. Dean's Review: Dean reviews COR and enters load, seat count, and budget information
      iv. Proof: Faculty author has the opportunity to review what the Dean has entered
      v. Curriculum Rep: Review by Division Curriculum Rep(s), including presenting COR to Division CC
      vi. Instruction (aka Review1 & Review2): Curriculum Coordinator begins processing (see Step #4)
      vii. Staging: COR is complete and has been forwarded to the FHDA Board of Trustees and the State Chancellor's Office for approval (see Step #5)
      viii. Approved: COR is fully approved, is active, and may be scheduled for the next available quarter
      Note: Throughout this process, a COR may be returned to the faculty author for further editing.

3. Fill out any applicable supplemental forms during C3MS Edit stage and submit them to your Division Curriculum Rep(s). All forms are available on the CCC webpage.
   a. Stand Alone Approval Request: required for courses that are not part of a State-approved associate's degree or certificate, or the Foothill GE Pattern

      i. Approval by Division CC

      ii. Forwarded to Curriculum Coordinator

      iii. Approval by CCC

b. General Education Review Request: required for courses intended to be part of the Foothill GE Pattern

      i. Approval by Division CC

      ii. Forwarded to Curriculum Coordinator

      iii. Approval by GE Subcommittee

      iv. Approval by CCC

c. Content Review Form: required for course prerequisites and/or corequisites

      i. Co-signed by faculty from the target discipline

      ii. Approval by Division CC

      iii. Forwarded to Curriculum Coordinator

      iv. Presented at CCC (does not require CCC approval)

d. Online/Distance Learning Application: required for courses taught fully online or partially online (hybrid)

      i. Approval by Division CC

      ii. Forwarded to Curriculum Coordinator

      iii. Forwarded to Online Learning Office (by Curriculum Coordinator)

4. While the COR is being processed by the Curriculum Coordinator (while in Review1 and/or Review2 status), the faculty author and/or Division Curriculum Rep(s) may be contacted by the Curriculum Coordinator with questions. Some examples of common questions/issues include:

a. Missing supplemental forms (see Step #3)

b. Incomplete SLOs in TracDat

c. Insufficient course objectives/content

d. Textbooks older than five years

5. When the COR is ready and all applicable forms have been submitted/approved, the Curriculum Coordinator begins the final steps in the process (Staging status).

a. Course added to the agenda for the next FHDA Board of Trustees meeting

b. Once the Board meeting has taken place, the course is submitted to the State Chancellor's Office via their electronic system (Curriculum Inventory)

6. When the course has been approved by the State, the Curriculum Coordinator activates the COR (Approved status).

Note: In most cases, new courses are activated sometime during spring quarter, to be available beginning summer quarter of the upcoming academic year.

Non-Credit Course Creation Process

1. Complete New Course Proposal form—available on the CCC webpage.
    a. Approval by Division Curriculum Committee (CC)
    b. Forwarded to Curriculum Coordinator by Division Curriculum Rep(s)
    c. Presented to College Curriculum Committee (CCC)

2. Create Course Outline of Record (COR) in C3MS system.
    a. C3MS workflow:
        i. Edit: Faculty author completes all necessary sections of the form, enters SLOs in the TracDat system, and fills out supplemental forms (if applicable—see Step #3)
        ii. Articulation: Non-credit courses are non-transferable, so Articulation Officer simply moves the COR forward
        iii. Dean's Review: Dean reviews COR and enters load, seat count, and budget information
        iv. Proof: Faculty author has the opportunity to review what the Dean has entered
        v. Curriculum Rep: Review by Division Curriculum Rep(s), including presenting COR to Division CC
        vi. Instruction (aka Review1 & Review2): Curriculum Coordinator begins processing (see Step #4)
        vii. Staging: COR is complete and has been forwarded to the FHDA Board of Trustees and the State Chancellor's Office for approval (see Step #5)
        viii. Approved: COR is fully approved, is active, and may be scheduled for the next available quarter
        Note: Throughout this process, a COR may be returned to the faculty author for further editing.

3. Fill out any applicable supplemental forms during C3MS Edit stage and submit them to your Division Curriculum Rep(s). All forms are available on the CCC webpage.
    a. Stand Alone Approval Request: required for courses that are not part of a State-approved certificate
        i. Approval by Division CC
        ii. Forwarded to Curriculum Coordinator
        iii. Approval by CCC
    b. Content Review Form: required for course prerequisites and/or corequisites
        i. Co-signed by faculty from the target discipline
        ii. Approval by Division CC
        iii. Forwarded to Curriculum Coordinator
        iv. Presented at CCC (does not require CCC approval)
    c. Online/Distance Learning Application: required for courses taught fully online or partially online (hybrid)
        i. Approval by Division CC
        ii. Forwarded to Curriculum Coordinator
        iii. Forwarded to Online Learning Office (by Curriculum Coordinator)

Note: Non-credit courses are not eligible for GE consideration.

4. While the COR is being processed by the Curriculum Coordinator (while in Review1 and/or Review2 status), the faculty author and/or Division Curriculum Rep(s) may be contacted by the Curriculum Coordinator with questions. Some examples of common questions/issues include:
   a. Missing supplemental forms (see Step #3)
   b. Incomplete SLOs in TracDat
   c. Insufficient course objectives/content
   d. Textbooks older than five years

5. When the COR is ready and all applicable forms have been submitted/approved, the Curriculum Coordinator begins the final steps in the process (Staging status).
   a. Course added to the agenda for the next FHDA Board of Trustees meeting
   b. Once the Board meeting has taken place, the course is submitted to the State Chancellor's Office via their electronic system (Curriculum Inventory)

6. When the course has been approved by the State, the Curriculum Coordinator activates the COR (Approved status).

Note: In most cases, new courses are activated sometime during spring quarter, to be available beginning summer quarter of the upcoming academic year.