

Individual Course Creation Process

New Course Proposal

Elevator Pitch created. Stakeholders consulted.

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INITIAL REVIEW & CONSULTATION

- 1. Division Curriculum Committee (DCC)

 Approval.
- 2. Curriculum
 Coordinator
 Review.
- 3. College Curriculum Committee (CCC) **Discussion.**

COR Generation

COR created, guided by stakeholder input.

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COR ENTERED IN COURSELEAF

- 1. Articulation Officer **Review**.
- 2. Division Dean **Review**.
- 3.DCC Review & Approval.
- 4. Curriculum Coordinator **Review**.

COR Processing

COR modified w/input. Specific review occurs.

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COR REVIEWED AND REVISED

- 1. Any missing forms, SLOs, and insufficient content are remedied.
- 2. Additional review for specific applications:
 - a.GE Subcommittee **Review**.
 - b. Stand Alone/GE CCC **Approval**.

Final Steps

Final edits performed.
Sent to Board & activated.

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FINAL EDITS & UPDATES

- 1. Curriculum
 Coordinator **Finalizes**COR.
- 2.FHDA Board of Trustees **Approval**.
- 3. Approved courses are forwarded to the state Chancellor's Office.
- 4. Course is **Activated** for next available catalog.

For full process and additional resources, or to contact the curriculum team, visit http://foothill.edu/curriculum/process.html