

## 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.

Our course creation process is now completed entirely within our curriculum system, CourseLeaf! Visit our [CourseLeaf Resources webpage](#) for user guides, tips, and support.

1. Complete New Course Proposal form in the CourseLeaf system.
  - a. Approval by Division Curriculum Committee (CC)
  - b. Reviewed by Curriculum Coordinator
  - c. Presented to College Curriculum Committee (CCC)
2. Create Course Outline of Record (COR) in CourseLeaf system. CourseLeaf workflow:
  - a. Faculty author completes all necessary sections of the form, including supplemental forms (if applicable—see below for details), and enters SLOs in the TracDat system
  - b. Articulation Officer: Articulation Officer works with faculty to assist with transferability (if applicable)
  - c. Division Dean: Dean reviews COR and enters load, seat count, and budget information
  - d. Faculty author receives notification that Dean has approved the COR, so they have the opportunity to review what the Dean has entered (note: this is no longer an approval step in the process, just an FYI notification)
  - e. Division Curriculum Rep: Reviewed by Division Curriculum Rep(s); all members of Division CC receive notification of COR to allow for discussion at Division CC
  - f. Curriculum Coordinator Review1: Curriculum Coordinator reviews COR (see Step #3 for details)
  - g. General Education Subcommittee Chair (only when a new GE application is being submitted): Reviewed by GE Subcommittee Chair; all members of the GE Subcommittee for the GE Area(s) receive notification of COR to allow for discussion

- h. College Curriculum Committee Chair (only when the following is/are being submitted: a new GE application, a new Stand Alone course, a new cross-listed course): Reviewed by CCC Chair; all members of CCC receive notification of COR to allow for discussion at upcoming CCC meeting
  - i. Online Learning Office receives notification that a new/updated Distance Learning addendum has been submitted (only when applicable)
  - j. Curriculum Coordinator Review2: Curriculum Coordinator finalizes COR (see Step #4 for details)
  - k. FHDA Board of Trustees: COR has been approved by the FHDA Board of Trustees
  - l. State Chancellor's Office: COR has been approved by the State Chancellor's Office and is ready for activation
  - m. Activation: COR is fully approved and active for the effective term listed on the COR, and is available for scheduling
- Note: Throughout this process, a COR may be returned to the faculty author for further editing.*
3. 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. Examples of common questions/issues include:
    - a. Missing supplemental forms (see below)
    - b. Incomplete SLOs in TracDat
    - c. Insufficient course objectives/content
    - d. Textbooks older than five years
  4. When the COR has been finalized, the Curriculum Coordinator begins the final steps in the process.
    - a. Course added to the agenda for the next FHDA Board of Trustees meeting
    - b. Once the Board has approved the COR, the course is submitted to the State Chancellor's Office via their electronic system (Curriculum Inventory)
  5. When the course has been approved by the State, the Curriculum Coordinator activates the COR.

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

### Supplemental Forms

Supplemental forms are included within the COR form in CourseLeaf and should be filled out by the faculty author at the very start of the COR creation process (i.e., before submitting the COR to the Articulation Officer). All forms require approval by the Division Curriculum Committee, as part of that body's COR review/approval process.

- Stand Alone: Required for courses that are not part of a State-approved associate's degree or certificate, or the Foothill GE Pattern
  - Requires approval by CCC

- Foothill General Education: Required for courses intended to be part of the Foothill GE Pattern
  - Requires approval by GE Subcommittee
  - Requires approval by CCC
- Content Review: Required for course prerequisites and/or corequisites
  - Co-authorized by faculty from the target discipline
  - Presented at CCC by the Curriculum Coordinator (does not require CCC approval)
- Online/Distance Learning Delivery: Required for courses taught fully online or partially online (hybrid)
- Cross-Listed Course: Required for courses to be officially cross-listed
  - Requires approval by CCC

## Non-Credit Course Creation Process

Our course creation process is now completed entirely within our curriculum system, CourseLeaf! Visit our [CourseLeaf Resources webpage](#) for user guides, tips, and support.

1. Complete New Course Proposal form in the CourseLeaf system.
  - a. Approval by Division Curriculum Committee (CC)
  - b. Reviewed by Curriculum Coordinator
  - c. Presented to College Curriculum Committee (CCC)
2. Create Course Outline of Record (COR) in CourseLeaf system. CourseLeaf workflow:
  - a. Faculty author completes all necessary sections of the form, including supplemental forms (if applicable—see below for details), and enters SLOs in the TracDat system
  - b. Articulation Officer: Non-credit courses are non-transferable, so Articulation Officer simply receives notification that the COR has been submitted (note: not an approval step for non-credit)
  - c. Division Dean: Dean reviews COR and enters load, seat count, and budget information
  - d. Faculty author receives notification that Dean has approved the COR, so they have the opportunity to review what the Dean has entered (note: this is no longer an approval step in the process, just an FYI notification)
  - e. Division Curriculum Rep: Reviewed by Division Curriculum Rep(s); all members of Division CC receive notification of COR to allow for discussion at Division CC
  - f. Curriculum Coordinator Review1: Curriculum Coordinator reviews COR (see Step #3 for details)
  - g. College Curriculum Committee Chair (only when the following is/are being submitted: a new Stand Alone course, a new cross-listed course): Reviewed by CCC Chair; all members of CCC receive notification of COR to allow for discussion at upcoming CCC meeting
  - h. Online Learning Office receives notification that a new/updated Distance Learning addendum has been submitted (only when applicable)
  - i. Curriculum Coordinator Review2: Curriculum Coordinator finalizes COR (see Step #4 for details)
  - j. FHDA Board of Trustees: COR has been approved by the FHDA Board of Trustees
  - k. State Chancellor's Office: COR has been approved by the State Chancellor's Office and is ready for activation
  - l. Activation: COR is fully approved and active for the effective term listed on the COR, and is available for scheduling

*Note: Throughout this process, a COR may be returned to the faculty author for further editing.*

3. 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. Examples of common questions/issues include:
  - a. Missing supplemental forms (see below)
  - b. Incomplete SLOs in TracDat
  - c. Insufficient course objectives/content
  - d. Textbooks older than five years
4. When the COR has been finalized, the Curriculum Coordinator begins the final steps in the process.
  - a. Course added to the agenda for the next FHDA Board of Trustees meeting
  - b. Once the Board has approved the COR, the course is submitted to the State Chancellor's Office via their electronic system (Curriculum Inventory)
5. When the course has been approved by the State, the Curriculum Coordinator activates the COR.

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

### Supplemental Forms

Supplemental forms are included within the COR form in CourseLeaf and should be filled out by the faculty author at the very start of the COR creation process (i.e., before submitting the COR to the Division Dean). All forms require approval by the Division Curriculum Committee, as part of that body's COR review/approval process.

- Stand Alone: Required for courses that are not part of a State-approved certificate
  - Requires approval by CCC
- Content Review: Required for course prerequisites and/or corequisites
  - Co-authorized by faculty from the target discipline
  - Presented at CCC by the Curriculum Coordinator (does not require CCC approval)
- Online/Distance Learning Delivery: Required for courses taught fully online or partially online (hybrid)
- Cross-Listed Course: Required for courses to be officially cross-listed
  - Requires approval by CCC

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