Curriculum Review Process

for Postsecondary

START

(Author(s) submits Document via Acalog)

Dept. Chair (DC) Review

(Sends Alert- Approved/ Rejected in Acalog)

Curriculum Review Committee (CRC)

(Sends Alert- Approved/ Rejected in Acalog)

Dean's Review

(Sends Alert- Approved/ Rejected in Acalog)

VPAA's Review

(Sends Alert- Approved/ Rejected in Acalog)

President's Review
for Adoptions Only

(Sends Alert Approved/ Rejected in Acalog)

Admissions & Registration Office

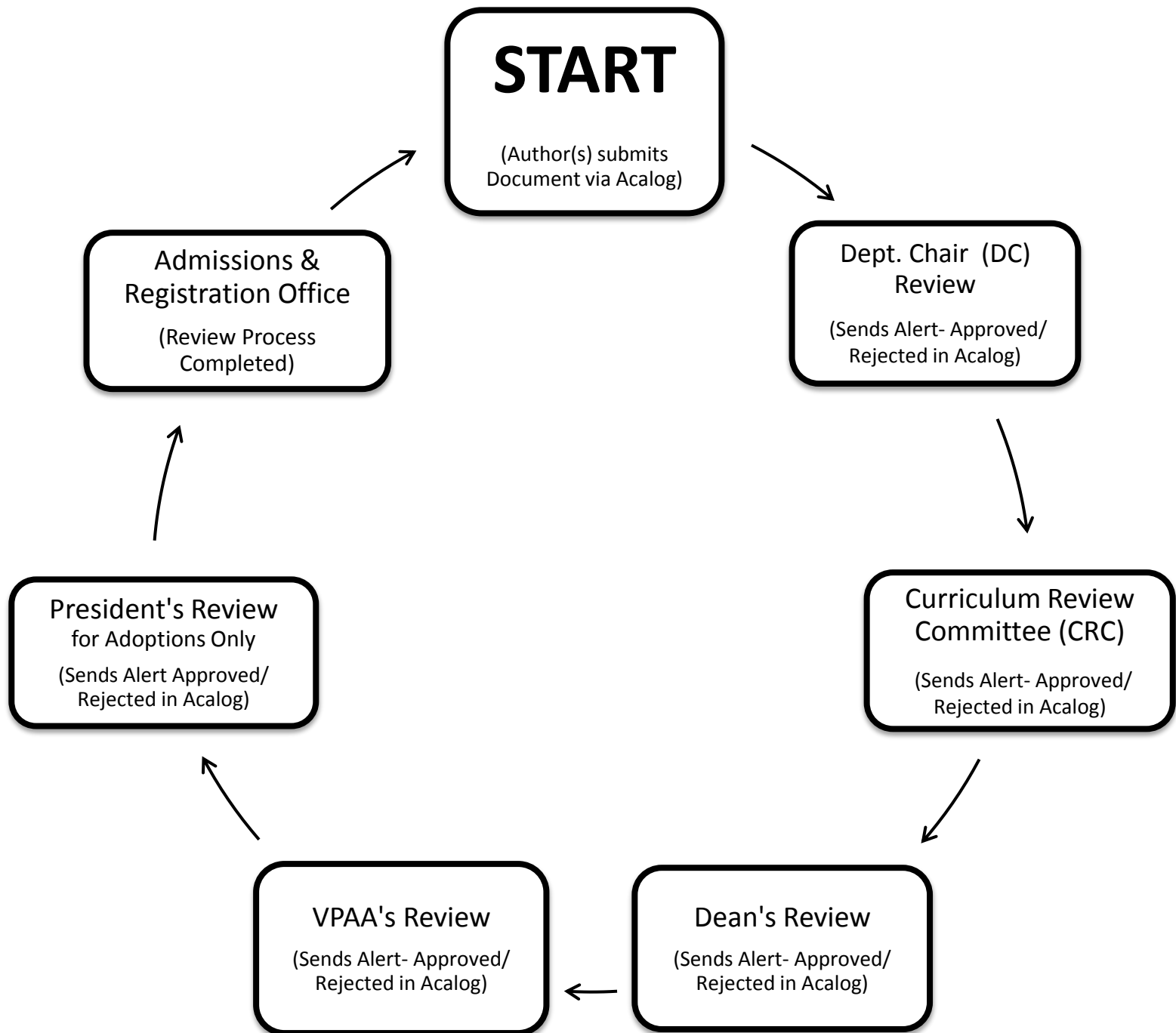(Review Process Completed)

CURRICULUM REVIEW STEPS

for Postsecondary

refer to Appendix A (Course), Appendix B (Program)

The Curriculum Approval Process should begin on **January 31st for spring submissions and August 31st for fall submissions** in order to ensure the timely review and approval of curriculum documents.

Reviewers will each have ten (10) working days of receipt to review a curriculum document. A longer time period may be necessary however to ensure thorough and systematic review.It is the responsibility of the Author and/or Department Chair to track the status of the document.

When submitting proposed curriculum revisions, include the most recently approved curriculum document and the proposed curriculum document.

Only curriculum forms available on the Worklife tab on MyGCC are to be used when proposing curriculum through this process. A pdf copy of the curriculum manual will also be available on the Worklife tab.

STEP 1   AUTHOR/S (NO MORE THAN 2)   **Postsecondary Authors** prepare a digital copy of the course curriculum and upload to Acalog.

Attach Advisory Committee minutes to support proposed curriculum change for all Career and Technical Education (CTE) and Adult Education curriculum. This is a mandatory requirement.

STEP 2   DEPARTMENT CHAIR

If **APPROVED**, the Department Chair sends an alert to the Curriculum Review Committee.

If **REJECTED**, the curriculum document, with written feedback (using track changes), will be uploaded and an alert will be sent to Author. Once changes have been made (using track changes), Author must upload revised document and send an Acalog alert to the Department Chair for review and action.

STEP 3   CURRICULUM REVIEW   Committee consists of the Registrar, Associate Deans, Continuing
COMMITTEE   Education Assistant Director, and Faculty.

If **APPROVED**, the Curriculum Review Committee sends an alert to the Dean.

If **REJECTED**, the curriculum document, with written feedback (using track changes), will be uploaded and an alert will be sent to Author**.** Once changes have been made (using track changes), Author must upload revised document and send an Acalog alert to Curriculum Review Committee for review and action.

STEP 4   DEAN

If **APPROVED**, the Dean sends alert to the Vice President for Academic Affairs.

If **REJECTED**, the curriculum document, with written feedback (using track changes), will be uploaded and an alert will sent be to Author. Once changes have been made, Author must upload revised document and send an Acalog alert to the Dean for review and action.

STEP 5   **VICE PRESIDENT FOR ACADEMIC AFFAIRS**

If **APPROVED**, the Vice President for Academic Affairs will send an alert to the *President (*for Adoptions) or to the *Registrar* (for all other actions).

If **REJECTED**, the curriculum document, with written feedback (using track changes), will be uploaded and an alert will be sent to Author. Once changes have been made (using track changes), Author must upload revised document and send an Acalog alert to the Vice President for Academic Affairs for review and action.

STEP 6   **PRESIDENT (for Adoptions Only)**

If **APPROVED**, the President will send an alert to the Admissions and Registration Office for action.

If **REJECTED**, the curriculum document, with written feedback (using track changes), will be uploaded and an alert will be sent to Author. Once changes have been made, Author must upload revised document and send an Acalog alert to the President for review and action.

STEP 7   **ADMISSIONS & REGISTRATION OFFICE**

Once document has been approved at all levels, the Admissions and Registration Office will alert administrative staff to take required action.

STEP 8   **ADMINISTRATIVE ACTION**

Once action is completed, an email notification, through Acalog, will be sent to Author(s), Department Chair, Curriculum Review Committee Chair, AIER, and Bookstore Manager (only if there are changes in textbook selection).