



Spring 2019 Curriculum Flow

New Credit or Non Credit Course, New Program or Existing Program Revision for Spring 2019

FORMS: New Course Approval Form (New Courses/New Program), Program Verification Form (Existing Program/Certificate revisions) COR, DE Approval/Materials Form (as applicable)

- Have appropriate forms signed/approved by individuals identified on the forms
- Submit/Email forms to: curriculum@barstow.edu
- Course/Program is then placed on the Tech Review agenda
Tech Review may return the course/program back to the initiator if there are concerns. Tech Review notes are posted within Canvas viewable by clicking through the following steps: Files – Curriculum – New Curriculum Processing – 1 Semester – 1 Spring 2019 – 2 Tech Review Suggestions. Notes will be posted by end of day the following Monday after Tech Review. Please contact your area Dean with questions
- When Tech Review approved:
 - New Course is placed on the Curriculum Committee Agenda. When approved, moves forward to the Board of Trustees agenda
 - Existing Program is placed on the Curriculum Committee Agenda. When approved, moves forward to the Board of Trustees agenda
 - New Program will go under New Business at the Curriculum Committee for first read. When approved, the new program will return to Curriculum Committee for a second read before moving forward to the Board of Trustees agenda
- Once passed by the Board of Trustees, item is uploaded to the Chancellors Office and may take *up to 60 days for approval for new programs and non-credit courses to be approved*
- The Articulation Officer submits the course for C-ID and other articulation purposes
- Once approved, the course/program may be offered
- Course/Program is added/edited in the catalog
- Course is updated in Canvas and can be found within the Curriculum Canvas folder – Files – BOT Approved CORs
- Revisions are communicated by area Dean to all faculty teaching the course/program

Existing Course Revision for Spring 2019 - NON-SUBSTANTIVE CHANGE

FORMS: Revised COR (Not the Course Modification Form)

Examples/Common Uses: content, textbook, assignments

- Faculty author communicates with and gets approval from the full-time faculty and area Dean to revise
- Submit/Email a revised COR, along with a clear explanation of changes being made to: curriculum@barstow.edu *Your email must CC the fulltime discipline faculty and area Dean
- Articulation Officer will contact the Peer Reviewer
- Peer Reviewer will check the course. If approved, the course goes back to the Articulation Officer. If applicable, Articulation Officer updates articulation systems, submits for C-ID
- Course is updated in Canvas. Updated CORs can be found within the Curriculum Canvas folder – Files – BOT Approved CORs.
- Revisions are communicated by area Dean to all faculty teaching the course

Existing Course Revision/Transitions for Spring 2019 - SUBSTANTIVE CHANGE

FORMS: Course Modification Form, COR, Old Face Page, DE Approval/Materials Form (as applicable)

Examples/Common Uses: Face Page revisions – TOP codes, course title, pre-requisites, hours, units

- Have appropriate forms signed/approved by individuals identified on the forms
- Submit/Email forms to: curriculum@barstow.edu
- Articulation Officer will contact the Peer Reviewer
- Peer Reviewer will check the course. Questions or Concerns may come back to the faculty author.
- Once approved by Peer Review, the Articulation Officer places the course on the Curriculum Consent Agenda
- Once passed, Item goes on the Board of Trustees agenda
- Once passed by the Board of Trustees, item is uploaded to the COCI/Chancellors Office and the updated COR within Canvas. The most up to date and current COR can be found in Canvas by locating the Curriculum Canvas folder – Files – BOT Approved CORs.
- Articulation Officer submits the course for C-ID and other articulation purposes as needed.
- Revisions are communicated by the area Dean to all faculty teaching the course
- Catalog updated as needed