

Curriculum Committee Process and Procedure

f. Course Addition/Deletion

Course Outline Form

We will continue to use this form for consistency in how course outlines are developed and maintained.

- a. Use this form for all Course outline changes or creation

Online Course Development Pre-approval Form

This form will be used when a face-to-face course is converted to online. The form will be completed by the faculty member, signed by the department chair and forwarded to the VPAA who will report action taken to the Committee.

All documents should be submitted to the Committee Chair at least one week prior to any meeting.

CCSNH forms will be used by the committee for major changes in curriculum. We will use the