

Curriculum Committee Cheat Sheet

Fix a typo/mistake in the catalog

Should not be a significant change to the course/program, but rather human error in data entry. Find the change form in MyMCC > Faculty Tab> Forms > Instructional Resources > Curriculum Committee > *Catalog... Change Request* and submit it to Instructional Office Coordinator.

Add, change, delete a course already in CCNS

Fill out the appropriate form through MyMCC > Faculty Tab> Forms > Instructional Resources > Curriculum Committee > *Add, Change, or Delete a Course*.

If the state made a change to your course, please see “The state changed my course” topic to the right >>>

If you are deleting, please make sure that the deletion will not affect any other programs. Check with your Dean.

This addition/change/deletion will then be reflected in our catalog, accounting, bookstore, website, etc.

Add a NEW course to CCNS

If you are creating a NEW course, it will need to be submitted to the State Faculty Curriculum Committee to be added/changed to the Common Course Numbering System (CCCNS). It needs to follow these rules:

- New courses can only be taught under “special topics” for a maximum of one year, otherwise you will need to add it to CCNS
- Cannot duplicate another course in system, including courses with a different prefix. Must be at least 20% different
- Fill out the course template at the website below – the template varies for GenEd, CTE, and GT Pathways courses – read template FAQs to ensure accuracy
- Course description should start with an action verb and be 75 words or fewer (for a handy guide, see below)
- Course Learning Outcomes (CLOs) should start with *measurable* action verbs, cannot use words like “understand” as it is not measurable
- No more than 20 CLOs (more? = special permission)
- Topical outline should support the course description and show a new teacher what the course needs to cover
- No grammar, punctuation, or spelling errors
- Numbering conventions are handled by the discipline

The course will need to go through our curriculum committee first, then sent to the discipline for approval, and finally to the State Faculty Curriculum Committee (SFCC) for review. SFCC will not consider a course until it has been on the Bulletin Board for 30 days. This gives their committee members time to review it.

For more info visit <https://www.ccs.edu/education-services/common-course-numbering-system/>.

Add, change, delete a program

Fill out the appropriate form through MyMCC > Faculty Tab> Forms > Instructional Resources > Curriculum Committee > *Add, Change, or Delete a Program*.

If you are adding a program please be aware that other things such as financial aid come into play when creating a new program. In addition, CTE programs will have to go through a Program Approval process. So before you create a program get with your Dean and discuss all of the factors involved in creating it.

If you are changing a program we will need a revised program layout that is simple and easy to read. If we cannot understand it, then we will assume a student won't be able to and will send it back for revision.

Also, in changing a program remember that other factors depend on how the program is built (such as financial aid) so reducing the amount of credits or doing other things may cause problems. Get with your Dean for help.

This addition/change/deletion will then be reflected in our catalog, accounting, bookstore, website, etc.

The state changed my course...

If your discipline changed the course at the state level and it *does not* affect our publications or system (such as changing competencies), but is more of an informational item, please send a note to your Dean to add as an informational item to our next meeting.

If the discipline changed the course and it *does* effect our publications or college, then you need to fill out our “change a course” form. Such changes include:

- Name/number/prefix
- Course title
- Credits
- Description
- Accuplacer scores

This change will then be reflected in our catalog, accounting, bookstore, website, etc.

Changing a CCNS course (state discipline changes)

If **you** are the discipline chair for the state and your group has made changes, they must go through our curriculum committee **before** they are sent to SFCC. This ensures you are submitting the paperwork properly. To save time and effort on your part please use the SFCC forms found at www.ccs.edu/education-services/common-course-numbering-system/ (Course Submission Templates). We will accept these in lieu of our forms. E-Mail them to your Dean who will send them to the Curriculum Committee Chair and VP of Instruction.