

MCC CHANGES

BOTH



STATEWIDE CHANGES

	Fix a typo or mistake in the catalog	Add/change/delete a course at MCC	Add/change/delete a program at MCC	Add a new course to CCNS	State changes that DON'T affect our publications	State changes that DO affect our publications	Making changes on behalf of a discipline
Situation info:	Mistake made from human error in data entry - no significant changes	These are not permanent changes/additions/deletions of the course to CCNS. These can only be changes we are allowed to make, for instance, we can change a course's prerequisites, division of lab/lecture hours, etc. but we CAN'T change the credit hours for a course.	Please make sure to include an easy-to-understand program layout. If we can't understand it, we will assume students won't and will send it back for further editing.	If you want to submit a BRAND NEW COURSE for CCNS consider: <ul style="list-style-type: none"> • Can only be taught under special topics for a year (175-179 classes) • Cannot duplicate another course in the system (20% different) • Must follow proper procedures for submitting the new course 	Changes at the state level that DO NOT affect our publications: <ul style="list-style-type: none"> • Competencies • Topical Outline 	Changes at the state level that DO affect our publications: <ul style="list-style-type: none"> • Name/number/prefix • Course title • Credits • Description • Accuplacer scores 	If you are making changes on behalf of a discipline you must submit through MCC's curriculum committee before it can go to SFCC. Our vote ensures your paperwork is correct and you have followed all of the proper procedures.
Form to fill out:	Catalog Change Form	MCC Form: Add, Change, or Delete a Course form	MCC Form: Add, Change, or Delete a Program form PROGRAM LAYOUT	State Form: Course Submission Template (Blank forms for CTE, GenEd, GT) COURSE SYLLABUS	E-mail to Dean of Instruction. Include all relevant info.	MCC Form: Add, Change, or Delete a Course form	State Form: Course Submission Template (Blank forms for CTE, GenEd, GT)
Submit form/info to:	Instructional Office Coordinator	Curriculum Committee	Curriculum Committee	Curriculum Committee via Dean of Instruction email	Curriculum Committee via Dean of Instruction email	Curriculum Committee	Curriculum Committee via Dean of Instruction email
Does Curriculum Committee vote?	+ NO VOTE	✓ VOTE	✓ VOTE	✓ VOTE	+ NO VOTE	✓ VOTE	✓ VOTE
Where does this go from here?	Instructional Office Coordinator will make the change in the publications that it pertains to.	<p>Not Approved or Tabled: You will be informed via Dean of Instruction with reasons why it didn't go through and what steps you need to take to rectify the error.</p> <p>Approved, and sent to:</p> <ul style="list-style-type: none"> • Student Services • Webmaster • Accounting • Noted in minutes and upload minutes to MyMCC 	<p>Not Approved or Tabled: You will be informed via Dean of Instruction with reasons why it didn't go through and what steps you need to take to rectify the error.</p> <p>Approved, and sent to:</p> <ul style="list-style-type: none"> • Student Services • Webmaster • Accounting • Noted in minutes and upload minutes to MyMCC 	<p>Not Approved or Tabled: You will be informed via Dean of Instructions with reasons why it didn't go through and what steps you need to take to rectify the error.</p> <p>Approved by MCC:</p> <ul style="list-style-type: none"> • Will be noted in minutes • MCC VP of Instruction will need to approve then forward to CCCS • Discipline group and SFCC have 30 days to review, if no objections are heard it will go to SFCC discussion and vote <p>Approved by SFCC: Will be notified and need to add to MCC now...</p>	Will be discussed in Curriculum Committee meeting, and noted in the minutes for the record.	<p>Approved, and sent to:</p> <ul style="list-style-type: none"> • Student Services • Webmaster • Accounting • Noted in minutes and upload minutes to MyMCC 	<p>Not Approved or Tabled: You will be informed via Dean of Instruction with reasons why it didn't go through and what steps you need to take to rectify the error.</p> <p>Approved by MCC:</p> <ul style="list-style-type: none"> • Will be noted in minutes • MCC VP of Instruction will need to approve then forward to CCCS • Discipline group and SFCC have 30 days to review, if no objections are heard it will go to SFCC discussion and vote <p>Approved by SFCC: Notify MCC via the following processes...</p>