Curriculum Committee Process

Before submitting any documents to curriculum committee complete these steps:

Step 1: Approval from Dean or VPI (some changes may not be allowed or may not need to be submitted to curriculum for approval)

Step 2: Gather Checklist items

- ✓ Approval from Dean
- ✓ Documented and approved minutes from CTE advisory committee
    - o Minutes must include official Program name, rationale for change, summary of discussion by members, and voting results.

(See co-chairs for the following templates)

- ✓ New Program Layout in approved format
- ✓ Completed and updated "Quality action plan"
- ✓ Completed and updated "CTE Advisory Program of Work"

Step 3: Complete and Upload all necessary documents to "Wufoo" form on MCC Portal under the Faculty tab. **Deadline: January**

Step 4: Attend curriculum committee meeting once Wufoo form is approved by Co-chairs to explain changes you'd like to make. Committee will vote and approve.

Step 5: Program changes will be submitted to CCCS State Curriculum committee and once approved changes can be implemented.

*Please note that approval can take 6months-1 year so start conversations early!

*See Curriculum Committee Co-Chairs for more information.