Thank you, Heather.

As I think the original question was about the library’s involvement in this process, to Heather’s process I would add:

5.5 Librarian reviews course for needed additions to library collections.

Susan

Evidence II.B.2-2 Curriculum New/Revised Course Submission form is reference, but the link does not show this—it is the instructions for how to access form—can we see the forms and mentioned sections?

Faculty use CurricUNET as their “course submission form” to push through a new/revised course. Each checklist is filled out by the faculty and the course is pushed through the curriculum approval process. The process is:

1. Course created in CurricUNET (I am assuming this is the form they are talking about)
2. Course is submitted by the faculty author and reviewed by the Curriculum Rep
3. Curriculum Rep forwards course to dean
4. Dean reviews and forwards to Technical Review Committee
5. Technical Review Committee reviews and places courses on an agenda
6. Curriculum Committee Members review courses before the meeting
7. Curriculum Committee Members approve the courses at the meeting
8. Courses are sent forward to the Board of Trustees and then to the CCCCO for final approval and placed in catalog/Datatel.

Do you just need a screenshot of a new course in CurricUNET as well as the Course Outline of Record?

Thanks,

Heather Townsend
Curriculum Process Specialist
Modesto Junior College
209-575-6893

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From: Susan Cassidy
Sent: Wednesday, September 27, 2017 1:51 PM
To: Iris Carroll; Amanda Cannon; Jillian Daly; Kathleen Ennis; Michael Leamy; Stella Beratlis
Cc: James Todd; Heather Townsend
Subject: RE: URGENT: II.B.2-2, II.B.2-9, II.B.3-3 Evidence Request

Amanda,
Would a Course Outline of Record suffice? That is the “form” I review to determine if we need to get more library materials for any new or revised course. I access the CoRs through CurricUNET.

Susan

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From: Iris Carroll
Sent: Wednesday, September 27, 2017 1:29 PM
To: Amanda Cannon <cannona@yosemite.edu>; Jillian Daly <dalyj@yosemite.edu>; Kathleen Ennis <ennisk@yosemite.edu>; Michael Leamy <leamym@yosemite.edu>; Stella Beratlis <beratliss@yosemite.edu>
Cc: James Todd <toddj@yosemite.edu>; Heather Townsend <townsendh@yosemite.edu>
Subject: RE: URGENT: II.B.2-2, II.B.2-9, II.B.3-3 Evidence Request

I will defer to Susan Cassidy, our Curriculum Committee rep., on this. As a matter of practice, librarians don’t go into CurricuNet and review forms.

Iris
X6082

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From: Amanda Cannon