

<b>GROUP I</b> <b>Type of Curriculum Action</b>	<b>PCAF</b>	<b>Dean</b>	<b>UCC</b>	<b>Academic Senate</b>	<b>Provost</b>	<b>Board of Trustees</b>	<b>Academic Officers (MASU)</b>
New Degrees, Program/Major	Yes	Action	Action	Action	Action	Action	Yes
Elimination of a Degree, Program/Major	No	Action	Action	Action	Action	Action	Yes
New Minor, Concentration or Certificate	Yes	Action	Action	Action	Action	Info Only	No
Modification or Elimination of a Minor, Concentration or Certificate	No	Action	Action	Action	Action	Info Only	No
Substantial Redirection of Program/Major, Minor, Concentration, or Certificate requiring 3 or more new courses and/or new resources	Yes	Action	Action	Action	Action	Info Only	Yes
Substantial Revision or Redirection of Program/Major with no additional resource requirements (program name changes, modification of program outcomes, etc.)	No	Action	Action	Action	Action	Info Only	(name changes only)
Non-degree offering(s)	No	Action	Info Only	Action	Action	Info Only	Yes
Customization of existing program for off-campus cohort group	Yes	Action	Action	Info Only	Action	Info Only	No
Delivering existing programs at new off-campus sites	No	Action	Info Only	No	Action	Action	No
<b>Proposals must be completed by the December Academic Senate Meeting for program changes to take effect the following Academic Year.</b>		Approved by 11/1	Support by 11/15	Supported by Dec Mtg	Approved by Dec	Approved by Dec Mtg	
<b>GROUP II</b> <b>Type of Curriculum Action</b>	<b>PCAF</b>	<b>Dean</b>	<b>UCC</b>	<b>Academic Senate</b>	<b>Provost</b>	<b>Board of Trustees</b>	<b>Academic Officers (MASU)</b>
PROGRAM or DEGREE UPDATE: Major/Minor - refine program outcomes, revisions to entrance, progression, or exit policies, changes to Course Title, Prefix, Credit hours, Term Offered, or Prerequisites or adjustment of course offerings.	No	Info Only	Action	Info Only	Action	No	No
COURSE(S) UPDATE (with no program checksheet modification): <ul style="list-style-type: none"> <li>• Course Creation</li> <li>• Course Deletion</li> <li>• Course Modifications <ul style="list-style-type: none"> <li>○ Course Descriptions, Outcomes, or Outline</li> <li>○ Convert existing courses into modules</li> <li>○ Assigning General Education attributes</li> <li>○ Course Caps (need Dean Approval)</li> </ul> </li> </ul>	No	Info Only	Action	Info Only	Action	No	No
EXPERIMENTAL COURSE (Approved by the 7 <sup>th</sup> week of the term prior to offering)	No	Action	Info Only	Info Only	Action	No	No

In order to expedite final approval and implementation, proposals may be concurrently reviewed by the Board of Trustees and the Academic Officers or, in some instances, by the Academic Officers first and then the Board of Trustees. Board of Trustees approval is *required* for implementation of new degrees, program/ majors, major redirection of a program/major (only if accompanied by an elimination of degree or program/major), elimination of degree or program/major, and non-degree offerings of 2 or more courses in a program of study. *Board of Trustees must be informed of new Concentrations and Minors prior to promotion and implementation. These informational items are brought to the Board of Trustees in October & February.* The Academic Officers do not review new or eliminated associate degrees, minors, or certificates. Certificates must be submitted to Higher Learning Commission (HLC) and approved before implementation. **As a general rule curricular changes will not take effect until fall semester of the following academic year.** Revised 4.6.21