

## Dean and Coordinator Review (Steps 2 & 3)-Ideas

By approving a program or course in CurricUNET, the Dean and Coordinator are confirming that the following criteria have been met:

### 1. They have discussed with discipline faculty:

- How the course will fit in within the department schedule (e.g. what will not be offered so the new course can be offered).
- Which certificate/degree(s) will incorporate the new course.
- Whether this course will require new faculty. Please remember Minimum Qualifications for faculty when designing a new course/program of study (see link on CurricUNET homepage).
- Specific rules for COOP ED, internships, job shadowing, apprenticeships and service learning. Here's a good source:  
<http://www.shastacollege.edu/Academic%20Affairs/WSL/Documents/WSL%20Handbook.pdf>

### 2. For Programs:

- If a new program, it has been approved by the Program Initiation process (see AP 4023).
- If an AA-T or AS-T, it meets ADT degree requirements (reference/link).
- The availability of current or future resources (e.g. new faculty, equipment, facilities, or other equipment) to offer the program. *Note:* Future availability of resources formally planned (e.g. included in the Educational Master Plan) can also be referenced if resources are not currently available (Title 5 reference)

### For Courses:

- For transferable courses (# 1-99): **Evidence** that the course is equivalent to a course offered in the first TWO years at a 4-year higher education degree (comparable courses OR similar CID course). **Note:** New transfer courses have quite a long articulation journey to complete before they can be added to ASSIST, CSU-GE or IGETC, or any listing for lower division major prep.
- The availability of current or future resources (e.g. new faculty, equipment, facilities, or other equipment) to offer the course.
- The units to hours comply with the CCCCO Program and Course Approval Handbook (PCAH, 6th ed. page 46).

Instructional Category	In-Class Hours	Outside-of-Class Hours
Lecture (Lecture, Discussion, Seminar and Related Work)	1	2
Activity (Activity, Lab w/ Homework, Studio, and Similar)	2	1
Laboratory (Traditional Lab, Natural Science Lab, Clinical, and Similar)	3	0

### Recommended Best Practices:

- Deans should establish a standing agenda item at school department meetings for members of the Curriculum Committee to report on curriculum issues.
- When discussing new courses, certificates or programs, please discuss whether any curriculum should be deactivated.