CCU Academic Affairs Committee Workflow

Academic Department

Initiates most actions and fills out initial online forms (access through Academic Affairs web page).
Must review first AAC policies, procedures, and guidelines.

↓ **Approved**

College Curriculum Committee

Is this good for the Department/College? Appropriate forms filled out? Is all paperwork complete and signed, incl. library form for new course/program? Syllabus attached to Form C? Syllabus contains the 4 items mandated by Faculty Manual (course objectives, measurable SLOs, attendance policy, and grading scale, aligned with Catalog)?

If rejected, back to Department.

↓ **Approved**

Dean (Associate Dean)

Is this good for the College? Have all forms been filled out and signed?

If rejected, back to Department/College Curriculum Committee.

↓

Does the proposal concern the Core Curriculum?

No →

Academic Affairs Committee

Determines the academic merit of a proposal and its value for the overall University curriculum; makes sure that course objectives and SLOs are clearly aligned with assessment. Incomplete forms or forms that lack required signature/s will not be reviewed by the AAC. Syllabi accompanying Form C that lack course objectives, measurable SLOs, attendance policy, or grading scale will not be reviewed by the AAC and will be returned to College/Associate Dean.

↓ **Approved**

Yes →

Proposal for a new undergraduate course to be added to the Core

↓

Academic Affairs Committee

Determines the academic merit of a proposal and its value for the overall University curriculum; makes sure that course objectives and SLOs are clearly aligned with assessment.

If rejected, back to College/Associate Dean.

↓ **Approved**

Core Curriculum Committee

↓ **Approved**

Changes to an existing Core course or removal from Core of an existing course

↓

Core Curriculum Committee

Does the course adequately meet the requirements of a Core Goal and relevant SLOs? Is the paperwork complete and signed? Grading scale and attendance policy aligned with the Catalog?

If rejected, back to College/Associate Dean.

↓ **Approved**

Academic Affairs Committee

↓ **Approved**

Faculty Senate

Signed original field; added to Faculty Senate agenda.
Is this a good idea for the University?

If rejected, back to AAC, CCC, or College.

↓ **Approved**

Provost and President

Added to an Administrative Action
Is this a good idea for the University?

If rejected, back to Faculty Senate.

Revised AY 2009-2010