Course Outline Approval Process in Course Information Management (CIM)
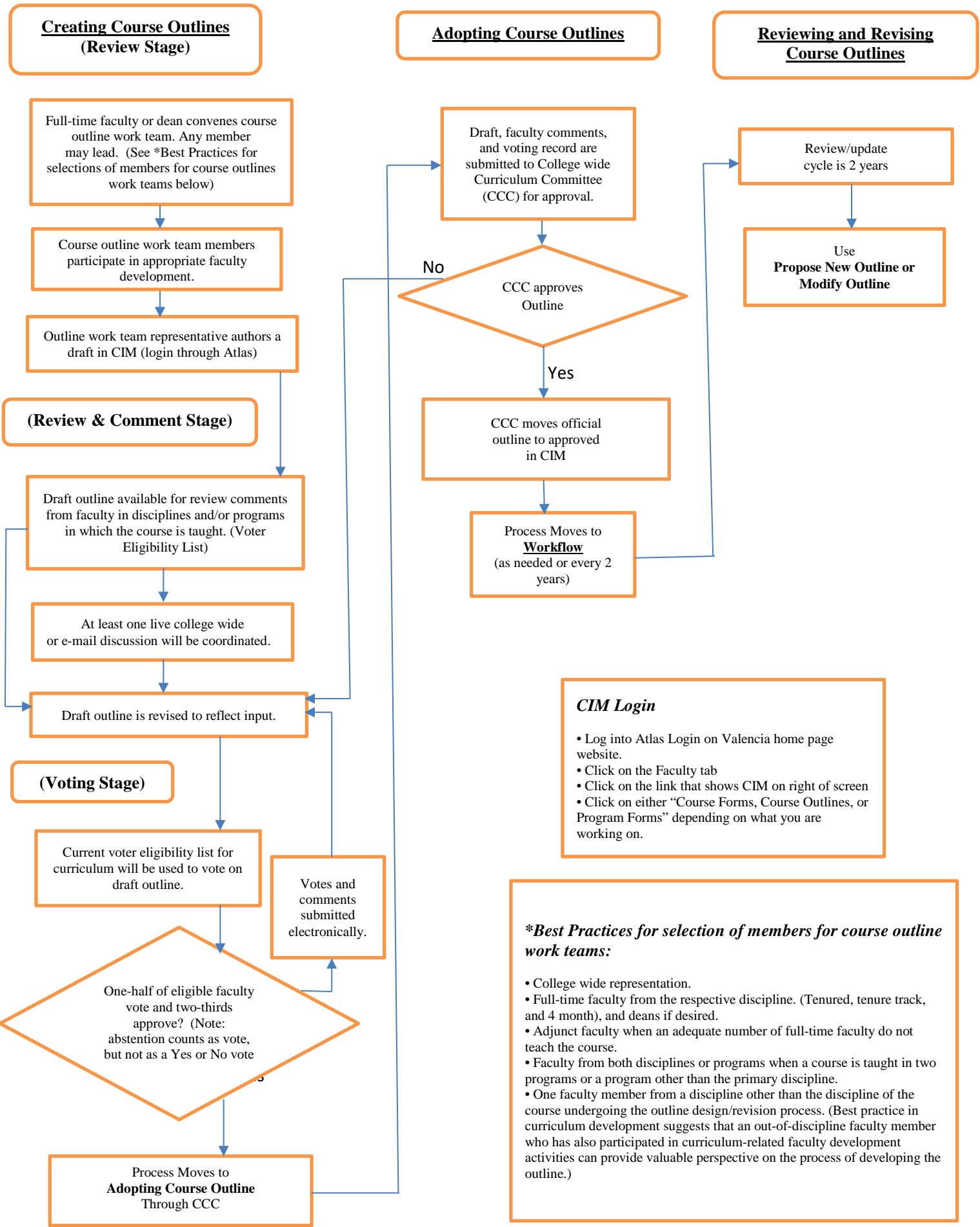
Creating Course Outlines (Review Stage)

Adopting Course Outlines

Reviewing and Revising Course Outlines

Full-time faculty or dean convenes course outline work team. Any member may lead. (See *Best Practices for selections of members for course outlines work teams below)

Course outline work team members participate in appropriate faculty development.

Outline work team representative authors a draft in CIM (login through Atlas)

(Review & Comment Stage)

Draft outline available for review comments from faculty in disciplines and/or programs in which the course is taught. (Voter Eligibility List)

At least one live college wide or e-mail discussion will be coordinated.

Draft outline is revised to reflect input.

(Voting Stage)

Current voter eligibility list for curriculum will be used to vote on draft outline.

Votes and comments submitted electronically.

One-half of eligible faculty vote and two-thirds approve? (Note: abstention counts as vote, but not as a Yes or No vote

Process Moves to **Adopting Course Outline** Through CCC

Draft, faculty comments, and voting record are submitted to College wide Curriculum Committee (CCC) for approval.

CCC approves Outline

No

Yes

CCC moves official outline to approved in CIM

Process Moves to **Workflow** (as needed or every 2 years)

Review/update cycle is 2 years

Use **Propose New Outline or Modify Outline**

CIM Login

• Log into Atlas Login on Valencia home page website.
• Click on the Faculty tab
• Click on the link that shows CIM on right of screen
• Click on either "Course Forms, Course Outlines, or Program Forms" depending on what you are working on.

Best Practices for selection of members for course outline work teams:

• College wide representation.
• Full-time faculty from the respective discipline. (Tenured, tenure track, and 4 month), and deans if desired.
• Adjunct faculty when an adequate number of full-time faculty do not teach the course.
• Faculty from both disciplines or programs when a course is taught in two programs or a program other than the primary discipline.
• One faculty member from a discipline other than the discipline of the course undergoing the outline design/revision process. (Best practice in curriculum development suggests that an out-of-discipline faculty member who has also participated in curriculum-related faculty development activities can provide valuable perspective on the process of developing the outline.)