

1. Initial independent course approval:

- Upon independent accreditation, all courses must be initially approved by the Curriculum Committee.* Initial independent course approval will be completed over three years, 2013-2016, with scheduling to be determined by the department in collaboration with the Curriculum Office. In building a schedule, the department should consider evenly distributing courses over each of the 3 years. The Curriculum Committee accepts submissions October through June. A draft three year schedule for each department's initial independent course approval is due to the Curriculum Office no later than February 5, 2013.

* While all courses are required to go through "initial independent course approval," based on prior approval by the PCC Curriculum Committee, all courses listed as a CGCC course in the 2012-13 catalog or approved by the Curriculum Committee within the 2012-13 academic year will be rolled over and eligible to offer through spring term, 2016. Courses that do not comply with the "initial independent course approval" process within the 2013-2016 time schedule will be inactivated and have to be resubmitted as a new course before offering.

2. Ongoing course review:

- As part of their regularly scheduled Department Review, departments will review, evaluate, and validate all courses as to their authenticity, currency, and relevancy.
- Documentation of such review is to include evidence of faculty participation in the review process (department meeting minutes, signed reviews). Relevant data to consider: Course Assessment results and analysis, including student course evaluations; frequency of offering and fill rate; degree, certificate and program outcomes assessment.