

## Standard Curriculum Workflow

Step One: Technical Review

- 1. Division Chair
- 2. Division Dean
- 3. Curriculum Coordinator
  - 4. Articulation Officer
- 5. Academic Resources Specialist
  - 6. Division Representative

Step Two: Conditional Reviewers
7. Distance Education Coordinator (if DE or emergency DE selected in instructional methods)
8. Library Rep (if Library Materials field is Yes)

 Financial Aid Rep (if credit program over 16 units)
 10. Curriculum Coordinator (Selects Substantial/ Non-substantial change)
 Workflow Regen (Automated Step, Guides pathway below)

Step Three: Nonsubstantial Change

11. Initiator (Course Author)

12. VP Academic Services

13. Curriculum Committee Subgroup Vote (Determines Slate)

14. Curriculum Coordinator

15. Curriculum Committee

15. Academic Senate

16. Board of Trustees

17. Academic Resources Specialist (Chancellor's Office Submission Step)

18. Banner Sync & FYI's

Step Three: Substantial Change

11. Initiator (Course Author)

12. VP Academic Services

13. Curriculum Coordinator

14. Curriculum Committee

15. Academic Senate

16. Board of Trustees

17. Academic Resources Specialist (Chancellor's Office Submission Step)

18. Banner Sync & FYI's