Course Development or Revision Checklist	
1. Originator and the dean discuss proposed curricular action. Discussion will include: need for the development or revision, target start date, facility, instructional support, and equipment needed if applicable.	☐
2. Originator follows Course Guidelines and Elements in the *Curriculum Council Procedures Manual* to create a new course using the Course Outline Form or revise current Course Outline located in Curricunet. Notify the Sr. Curriculum Coordinator via email kcesarioprice@waubonsee.edu of the proposed changes to support the curriculum council process.	☐
3. Originator prints a **proposal impact** report in Curricunet to discuss the proposal with discipline faculty and faculty from other impacted academic programs.	☐
4. **Outcome changes only:** Originator emails Course Outline Forms with new course outcomes to the AI Initiatives and Outcomes Assessment Manager for an outcome review.	☐
5. Once the dean reviews the final outline, originator enters course details into Curricunet for the course(s) to be included on the next curriculum council agenda. **Division Administrative Specialists can support Curricunet entry.**	☐

Program Development and Revision Checklist	
Curricular Action: **Develop a New Program** ☐ **Revise an Existing Program** ☐	
1. Originator discusses new program idea or revision with the dean. Discussion includes: need for the program or revision, target start date, facility, instructional support, equipment, and potential industry partners.	☐
2. Originator follows the Guidelines for Program Development or Revision in the *Curriculum Council Procedures Manual*. Then follow the course development or revision checklist above.	☐
3. For new programs only: Program idea is included on the Workforce Solutions Council agenda, discussed with the program development core team and presented at Deans Council with the originator, dean or faculty champion, prior to a proposal being sent to the Executive Leadership Team (ELT) for a decision.	☐
4. For new programs only: Upon approval from ELT: originator, faculty champion and/or Sr. Program Development Coordinator works with program development core team to complete a timeline. Course Outline Forms are completed for each course in the program.	☐
5. For new programs only: Originator emails Completed Course Outline Forms with the course descriptions and outcomes to the Sr. Curriculum Coordinator in the Office of Teaching and Learning for review: kcesarioprice@waubonsee.edu	☐
6. For new programs only: Originator enters curriculum in Curricunet or contacts the Sr. Curriculum Coordinator for support: kcesarioprice@waubonsee.edu	☐
7. For new programs only: Upon Curriculum Council approval, Sr. Program Development Coordinator prepares documents for the approvals needed prior to offering a program: Waubonsee Board, ICCB, IBHE and HLC.	☐