CWCC Procedural Checklist

Development	1. ☐ Develop curriculum using appropriate forms (available on http://sharepoint.mvcc.edu/cwcc).
	      a. For Courses, the required paperwork includes:
	          i. ☐ CWCC Course Form (on Sharepoint)
	          ii. ☐ Course rationale (developed by originator)
	          iii. ☐ For most submissions, Course Outline (generated by originator) to include: course title, course credit, course description, learning outcomes, and schedule.
	          iv. ☐ Voting Documentation (on Sharepoint)
	      b. For Programs, the required paperwork includes:
	          i. ☐ CWCC Program Form (on Sharepoint)
	          ii. ☐ Program Rationale (developed by originator)
	          iii. ☐ Program Display Form AND Side-by-side (on Sharepoint)
	          iv. ☐ Voting Documentation (on Sharepoint)

Voting	2. ☐ Provide 5 business day comment period in Department before vote.
	 3. ☐ Provide 5 business day voting period (waived if vote is held in person OR 100% of Department votes)
	      a. ☐ 60% of Department must vote on a proposal, majority must pass to move on to CWCC.
	      b. Abstentions count towards the 60% and are better than not voting.
	 • ***For voting, if the vote is going to be held electronically, the CWCC recommends using a simple format in Survey Monkey. A sample can be found here: https://www.surveymonkey.com/r/XDHJPYK.***

Notification and Submission	4. ☐ Disseminate to other Departments and allow 5 business days to collect any comments. • ***The purpose of this notification is not for other departments to vote, rather it is to inform the campus community of changes that are potentially coming. However, it is common for proposers to receive crucial feedback at this step as to how their proposal may affect other departments.*** • ***Please email all full-time faculty. The email should contain contact information for the person initiating the proposal and description/rationale for the changes.*** 5. ☐ Submit to Departmental Sharepoint Folder and notify CWCC Chair of upload.