1. Approval entities involved in each proposal review

The list below does not reflect the order in which a specific proposal is reviewed, recommended or approved. The order of review and approval is reflected in the milestones for each specific case steps and timeline.

	WASC	Chair	Dean(s)	LCC	GE	APPC	Senate	Provost	President	C.O.
Academic Master Plan (AMP)						√	√	√	√	√
New Program Proposal for AMP (short form)		√	√					√		√
New Program Curriculum (long form)	√	√	√	√	√	√	√	√	√	√
Program Elevation	√	√	√	√	√	√	√	√	√	√
New Emphasis/concentration	√	√	√	√	√	√	√	√	√	√
New Completion Program	√	√	√	√			√	√	√	√
New Minor		√	√	√		√	√	√	√	√
New Credential Program	√	√	√	√		√	√	√	√	
New Certificate (credit bearing)	√	√	√	√		√	√	√	√	√
New Certificate (not credit bearing)		√	√							
Program Modification	depends	√	√	√				√	√	depends
Emphasis/Concentration Modification	depends	√	√	√	depends	√	√			depends
Completion Program Modification	depends	√	√	√						depends
Minor Modification		√	√	√						
Certificate Modification	depends	√	√	√						depends
Program Modality change	√	√	√	√				√	√	√
New Course (not GE)		√	√	√						
New GE Course		√	√	√	√					
Course Modification		√	√	√						
GE Course Modification		√	√	√	√					
Cross-listing		√	√	√	depends					
Catalog Program Description Information		√	√							

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2. Summary of roles and responsibilities for curriculum approval entities

The roles identified for each entity are summarized below. These descriptions are not comprehensive, and are only meant to help understand the work normally associated with each entity.

a) Chair

- Check impact on human and fiscal resources;
- Review course demand and scheduling;
- Review curriculum conceptualization;
- Must be consulting with faculty;
- Responsible for entries in Curriculog/Curriculum and checking catalog;
- Needs to check the content and quality of proposals;
- Responsible to evaluate or develop and track assessment plans;
- Assess quality of programs;
- Responsible for communication with Dean(s)

b) Dean(s)

- Communicate(s) with Chair and Provost;
- Checks for human and fiscal resources, and provides guidance to program chairs;
- Responsible to check and balance school demand;
- Responsible for prioritizing resources;
- Serves as the liaison between Provost and Chairs;
- Responsible for seeking support for school programs

c) Provost

- Responsible for prioritizing human and fiscal resources (faculty and staff);
- Responsible for seeking support and allocating resources for programs, or justify when not possible;
- Checks overall campus enrollment, alignment with resources and programs, and informs Academic Affairs;
- Align academics with community needs, strategic initiatives and mission and vision;
- Responsible for communication with Deans and Academic Affairs offices/units

d) LCC/GE Committee(s)

- Checks for curriculum alignment with PLOs, SLOs, GE SLOs, and ILOs;
- Review the quality of curriculum fit to campus and CSU policies;
- Checks alignment with GE SLOs, Program LOs, Outcomes and goals;
- Assess issues related to student equity (pre-reqs and co-reqs);
- Responsible for checking feasibility of assessment plan(s)

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e) APPC

- Check compliance/conformity with university policies;
- Reviews and recommends new program proposals for the AMP;
- Recommends approval of program proposals (short form);
- Makes recommendations as compass for future directions of Higher-Ed at CI;
- Communication and collaboration with Academic Programs Office (AP);
- Ensures consistency for all LCCs;
- Collaborate with FASE on faculty professional development for curriculum development;
- Serves as consulting body to the Senate leadership;
- Ensures consistency of programs' curriculum

f) Senate

- Responsible for announcements and information on senate committees ongoing items/work;
- Serves as a body of transparency and information;
- Provides opportunity for public comment, concerns, voting or recommendations to the Provost and President, as per policy;
- Senate members are responsible to read documents in advance and ask for clarifications from appropriate bodies before senate meetings;
- Senate members should trust detailed work of senate committees and check only for high level information. (comments: faculty interested in details should volunteer for "work" committees such as LCCs)

g) Academic Programs

- Responsible for disseminating information, provide training and communicate requirements, steps and timelines for curriculum development;
- Collaborates with APPC and Senate to ensure consistency for all LCCs;
- Responsible for curriculum implementation and compliance with CSU and campus policies;
- Liaison to CO, Senate, LCCs, faculty, Deans, Registrar, Provost, Admissions and Advising;
- Responsible for articulation information and implementation;
- Responsible for curriculum systems management

h) President

- Approval when required by the CO or BOT;
- Responsible for advocacy;
- Disseminate information from work and collaborations with the community

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