

## College Curriculum Workflow Recommendations

### Department

- Individuals generate proposals
- **Recommendation: Consultative/Review body at department level, purpose is to:**
  - Provide advice as needed
  - Provide Coordination
  - Review proposals and recommend for department signature
- Department chair signs proposals and forwards to College

### College

- College (associate dean or other designee) receives proposals approved by department
- College distributes to:
  - College Curriculum Committee
  - **Recommendation: to program advisor for functional review**
  - **Recommendation: as appropriate to CTE and logs same on proposal**
- College Curriculum Committee reviews proposals
- **Recommendation: functional review is concluded at this stage and proposals signed**
- College Curriculum Committee Approves proposals (after revision if needed) and reports back to College designee for dean's signature
- College holds proposals for results communicated from CTE
- College function concluded when:
  - Signed by dean
  - **Recommendation: signed by functional review**
  - **Recommendation: approved by CTE**
- Forward to Academic Affairs to be forwarded to AACC or Graduate Council