New Curriculum & Revised Curriculum
SIX STEPS to SUCCESS!

1. **DISCUSS YOUR IDEA** – new course? New program? Updates to red sheets?
   Talk to your department chair, Dean, advisory committee, or instructional team about your idea
   - This may be a formal or informal process – just keep everyone in the loop
   - Use the Curriculum Change forms to guide your conversation
   - If you are proposing a NEW PROGRAM, there are extra steps

2. **COMPLETE THE PAPERWORK**
   Complete the appropriate form on the UCC Website: Committees and Taskforces Page
   - New course
   - Course revision
   - New program
   - Program revision


   - Questions about how to fill out your form? Check with Curriculum committee members before the meeting – they can help you get the correct information

3. **SEND IN YOUR FORMS**
   E-mail your completed forms and supporting documents to: ccicforms.umpqua.edu
   - Submit your documents the week before the CC meeting!
   - The Curriculum Coordinator will review your materials
   - If they are complete, they will be submitted to Curriculum Committee for review
4. **ATTEND THE CURRICULM COMMITTEE MEETING**
   - Or send a representative who can answer questions about your request
   - Unaccompanied paperwork can result in delays!
   - CC will recommend approval of minor revisions and prepare your request for Instructional Council

5. **ATTEND INSTRUCTIONAL COUNCIL MEETING**
   - Or send a representative who can answer questions
   - IC will approve your request or send it back for revision and re-approval

6. **MY CHANGE WAS APPROVED – NOW WHAT?**
   - Your updates will be sent to the HECC for approval by the state (Webforms)
     *(depending on the request, this process can take 6-8 weeks)*
   - The Scheduler will put your information into the catalog and into Banner

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**Instructional Meeting Schedule**
3:00-4:30pm, JH 14

<table>
<thead>
<tr>
<th></th>
<th>Meeting date</th>
<th>Submit documents before or on:</th>
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</thead>
<tbody>
<tr>
<td>Curriculum Committee</td>
<td>Tuesday, Oct 7th</td>
<td>Thursday, Oct 2nd</td>
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<tr>
<td>Curriculum Committee</td>
<td>Thursday, Oct 16th</td>
<td>Monday, October 13th</td>
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<tr>
<td>Instructional Council</td>
<td>Tuesday, Oct 21st</td>
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<tr>
<td>Curriculum Committee</td>
<td>Tuesday, Nov 4th</td>
<td>Thursday, Oct 30th</td>
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<tr>
<td>Curriculum Committee</td>
<td>Thursday, Nov 13th</td>
<td>Monday, Nov 10th</td>
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<tr>
<td>Instructional Council</td>
<td>Tuesday, Nov 18th</td>
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**DROP DEAD DATES!!**  For updates to 2015-16 offerings