# ISP 161
# Course Creation, Edits, Inactivation, and Reactivation Policy

## PURPOSE

Establishes standards for creating, editing, inactivating and reactivating courses.

## SUMMARY

Each department is responsible for submitting outlines for new courses as well as updating currently approved outlines, and inactivating or reactivating courses as needed. Curriculum Committee and the Office of Community Colleges and Workforce Development (CCWD) approval are required for all credit bearing courses, except for experimental courses (xxx-199 and xxx-299) which are offered for a limited time only.

## STANDARD

A) Departments will assess the need and impact of proposed new courses and course edits prior to Department Chair and Division Dean approval. Edits include changes, inactivation, and reactivation of courses.
B) The Division Dean will provide approval to the Curriculum Office when new courses are entered into the Curriculum Management System.
C) New courses and edited courses will meet all required CCWD and/or accreditation requirements.
D) Departments will submit new courses and edit existing courses through the Curriculum Management System.
E) New course numbers will be determined between the course submitter and the Curriculum Office.
F) The Curriculum Office will be responsible for entering new and updating existing course information into the Student Information System and with CCWD.
G) Departments will provide notification of course inactivation or reactivation to the Curriculum Office.
H) The Curriculum Committee will approve the general education and/or related instruction designation of courses. This approval will be based on whether the course meets the CCWD and/or accreditation criteria for effective general education and/or related instruction courses. As part of the process, the general education and related instruction course certifications will indicate how the course's student learning outcomes align with the general education and/or related instruction student learning outcomes.
I) The Curriculum Office will make available a process document outlining the steps for a new course approval, course edits, course inactivation, and course reactivation.

## REVIEW HISTORY

| ISP Committee | Adopted | October 14, 2022 |
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| Presidents' Council | Reviewed | June 7, 2022 |
| College Council | Reviewed | June 3, 2022 |
| ISP Committee | Adopted | May 14, 2021 |
| College Council | Reviewed | May 7, 2021 |
| College Council | Reviewed | May 16, 2014 |
| College Council | Reviewed | April 17, 2009 |
| College Council | Reviewed | February 19, 2004 |
| Instructional Council | Adopted | January 23, 1996 |