SSCC COURSE ORIGINATION APPROVAL

Division__________________________________________

Title and Course Number of Proposed Course__________________________________________

Originating Faculty____________________________________________________________________

SSCC Course Origination
Any faculty members who wish to offer a new course need to consult the appropriate Associate
Dean to determine need for the course. The approval of the Curriculum and Instruction Committee
is also needed. To offer a new course (a course that is not listed in the district catalogue), faculty
must complete a SCCD District Course Coding Approval form (SSCD 4/97, Form b), a Course
Outline, a Syllabus, and the SSCC Course Origination Approval form. The originator must
answer the relevant questions and submit the completed four items as a proposal, to the
Curriculum and Instruction Committee. District level approval may also be required.

Instructions for completing SSCC Course Origination:
1. Complete, as appropriate, the District Course Coding Approval form
   (SSCD 4/97 Form b)
2. Write a Course Outline, using the 1997 SSCC Course Outline form
4. Complete the Course Origination Approval form.

Course Origination Questions:

1. Have all the campus and district administrative and clerical steps, except for the signature of the
   Vice President of Instruction, necessary to implement this course been completed?
   Yes________ No________

2. What do you plan to accomplish with this course that could not be accomplished with existing
courses on this campus or in the district?

3. When do you plan to implement this course? Quarter________________ Year______________

4. How many times per year do you estimate it will be offered?_____________________________
5. List each principal individuals / groups at SSCC involved in the course who have been contacted and give their job title. (Example: Jared Williams, algebra instructor)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Have principals on the other two campuses been consulted? Yes_________ No_________

If Yes, Who: ____________________________ ____________________________

<table>
<thead>
<tr>
<th>Title/Unit - Campus</th>
<th>Title/Unit - Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. How does this course meet or fit in with division and college needs and goals?

8. If a degree program, this course is a requirement __________ option ________

<table>
<thead>
<tr>
<th>elective</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

9. Is funding available for this course for equipment, space and support personnel?

Yes_________ No_________

10. If funding is not permanent, will the course be offered once the original funding is not longer available? (Skip if funding is permanent.) Yes________________________ No________________

11. What potential problems, if any, do you foresee in offering this course?

12. List any advantages in offering this course at SSCC.
Checklist:

1. The faculty who originates a course completes and signs the Course Origination Form. This form, together with the District Course Coding Form, the Course Outline, and a syllabus, are compiled and discussed with the Unit Administrator for approval and signature. If the course impacts other Campuses, appropriate approvals are sought. The Unit Administrator notifies the Vice President of Instruction of intent.

2. The Unit Administrator of the program area or faculty member submits the proposal to the Chair of the Curriculum and Instruction Program / Course Origination Sub-committee and requests action on the proposal.

3. The Subcommittee acts on the proposal and makes recommendations of approval or disapproval to the whole committee at the next scheduled meeting of the CIC.

4. The Curriculum and Instruction Committee votes on the proposal. The result of the vote is recorded in the minutes of the meeting and appropriate Administrator and the Vice President of Instruction are notified in writing.

This is to certify that the above criteria have all been met and all statements are accurate to the best of my knowledge.

Faculty Proposing /Endorsing course:

________________________________________
________________________________________
________________________________________
________________________________________

________________________________________

Unit Administrator _______________________  Vice President For Instruction _______________________

Date ____________________________  Date ____________________________
Results of SSCC Course/Program Origination Subcommittee Findings

_____ Recommended for approval
_____ Not recommended for approval
_____ Recommended with the following changes:

Curriculum & Instruction Course/Program Origination Subcommittee Members

_________________________________  ________________________________
_________________________________  ________________________________
_________________________________  ________________________________

Chairman, Curriculum & Instruction Committee_____________________________

Date ___________________
Participating Faculty Response and Remarks