South Seattle Community College Program Revision Approval

Division ________________________________________________________________

Title of Program to be revised ____________________________________________

Originating administrator or faculty _________________________________________

SSCC Program Revision
Faculty or administrators wishing to make significant changes in programs must gain the approval of the Curriculum and Instruction Committee. Revision of a program is defined as a revision of the SCCD catalogue description of the requirements of the certificate and/or degree program. The proposal must include a description of the change, a rationale for the change, the support of colleagues, and attention to transferability or linkage.

Instructions for completing SSCC Course/Program Revision
1. Complete Program Revision Approval.
2. Attach answer page.
3. Include supplementary data as requested.

Course/Program Revision Questions
1. What is the nature of the proposed revision(s)? Please check as many as appropriate:
   _____ Program Title (List previous title) ______________________________________
   _____ Addition of courses
   _____ Deletion of courses
   _____ Increase of credits/clock hours
   _____ Reduction of credits/clock hours
   _____ Other (Specify) ______________________________________________________

   Describe the revision:

2. What issues motivated the proposed revision?

3. How will the revision address the issues in item #2 above?

4. For academic programs, will the revision(s) maintain the program’s current transfer status with four-year colleges and universities? Yes______ No______
   For vocational/technical programs, will the revision(s) maintain the program’s links with four-year colleges and universities? Yes______ No______

5. Will the revised program address all of SSCC’s General Education Outcomes?
   Yes______ No______

6. Have appropriate faculty members who teach courses in this program been consulted about the proposed revision?
Yes______ No______

Signatures of faculty consulted:

__________________________________________  _______________________________

__________________________________________  _______________________________

__________________________________________  _______________________________

7. For vocational/technical programs, do the majority of Advisory Committee members support this proposed revision? Yes_______ No_______

Signature of Initiating Faculty

__________________________________________  Date ________________

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

Unit Administrator__________________________ Vice President for Instruction _______________________

Date ________________  Date ________________

Checklist:
1. Faculty and the administrator complete and sign the Program Revision Approval form.
2. The Unit administrator or faculty member submits the proposal to the Chair of the Curriculum and Instruction Committee and requests action.
3. The Chair routes the proposal to the Course/Program Revision Subcommittee.
4. The Subcommittee acts on the proposal and makes recommendations of approval or disapproval to the whole committee at the next scheduled meeting.
5. The Curriculum and Instruction Committee votes on the proposal. The result of the vote is recorded in the minutes of the meeting.
Comments of the SSCC Course/Program Revision Subcommittee

Curriculum & Instruction Program Review Subcommittee Members

_________________________________  ________________________________
_________________________________  ________________________________
_________________________________  ________________________________

Chairman, Curriculum & Instruction Committee ____________________________

Date ______________________
Participating Faculty Response and Remarks