

SF: SANTA FE COLLEGE

Types of Course Curriculum Change Proposals

Minor Curriculum Change Proposals

- The only change made to the course is an updating of the course outline and syllabus
- All elements of the current course description in the course catalog remain the same
- The change requires no additional college resources
- The change has no impact whatsoever on students except as it serves to clarify the nature of the course
- The change is so minor that there is no substantive reason for communicating the change to potentially affected students.

ITEMS REQUIRED FOR A MINOR CURRICULUM CHANGE PROPOSAL

- The Proposal Signature & Cover page
- The Minor Curriculum Change Proposal Form
- The new Syllabus (underline or highlight the changes) – committee members may ask for a copy of the old syllabus as well

Major Curriculum Change Proposals

- The change requested does not meet the criteria of a minor curriculum change proposal.
- Examples of major proposals are but are not limited to:
 - A new course is proposed.
 - The learning outcome for a course has been changed.
 - A course will be moved from one General Education category to another
 - A course will be moved into or out of a General Education category.
 - The credit hours assigned to an existing course will be changed.
 - The college catalog description of the course has been changed.

ITEMS REQUIRED FOR A MAJOR CURRICULUM CHANGE PROPOSAL

- The Proposal Signature & Cover page
- The Curriculum Change Check List
- The Curriculum Change Proposal Form
- The Course Outline Form
- The Course Sample Syllabus*

*Changes to existing courses may require both the old and new sample syllabus.

The requested course change will be implemented a semester after it has been approved by the faculty member's academic department, the curriculum sub-committee, the Associate Vice President that oversees the department, and the Provost and Vice President for Academic Affairs.