



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Office of Academic Programs • WH 440 • creview@csudh.edu

New Course & Course Modification Approval Process

Step #1: Faculty proposer develops the following in consultation with the Chair regarding resources & alignment with the College mission:

- Course description & pre-requisites (catalog copy)
- Number of units
- Rationale for new course
- Student Learning Outcomes (SLOs)
- Course title, description (including student learning outcomes, sample assignments, & list of potential texts for each course—in order to demonstrate disciplinary perspectives and how outcomes are being supported/addressed—but NOT a whole syllabus with dates and policy statements)
- Learning Outcomes Matrix (SLOs to PLOs)
- Grading method
- Mode of instruction
- Pre-requisites/Co-requisites
- CS#, developed in consultation with Dean and Academic Programs
- Enrollment restrictions
- Cross-listing
- Resources required
- Predicted enrollment & number of section

Step #2: Consultations

- Faculty member(s) consult with the following on the relevant components of the proposal and gets evidence of such consultation and the consultants' written feedback, including the Dean's impact statement:
 - Relevant departments (those that might use the course or seemingly overlap with the course)

Step #3: Department Chair Impact Statement

- Chairs will consider and explain:
 - Is the required expertise available among existing faculty to teach the course?
 - Are additional facilities required for the course?
 - Is additional equipment (computers, server allocation, laboratory equipment, etc.) needed to support the course?
 - List and fully explain any additional resources needed for the course.

Step #4: Dean's Impact Statement

- Deans will consider and explain:
 - Course's alignments with the University's mission
 - Course's alignment with the College's goals and objectives
 - Is required expertise available among existing faculty to teach the course?
 - Are additional facilities required for the course?
 - Is additional equipment (computers, server allocation, laboratory equipment, etc.) needed to support the course?
 - The College's support for any additional resources needed for the course.



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Step #5: Special Designation Committees (Ethnic Studies, GWAR-Certifying, , Online/Hybrid, Community Engaged Learning)

- Each committee considers whether the course aligns with the requirements associated with the designation
- The committees review and consider:
 - Course description, student learning outcomes, list of potential texts and sample assignments
 - Explanation of how the above fulfills the requirements of the special designation/category
 - Outcomes matrix (Course outcomes to the outcomes associated with each designation)

Step #6: Department Approval

- The department should consider everything created for Steps #1-5 and provide a response to the Dean's impact statement, if so desired, and any individual departmental faculty objections to the proposal.
- The Chair of the Department Curriculum Committee (if the department has one) or 50% of the voting faculty in a department (if the department does not have a department curriculum committee) approves the proposal to move forward.
- Such "approval" indicates the following to the subsequent committees:
 - appropriate consultations have been made and addressed, including with the Dean;
 - the proposed course is current and relevant to society's needs; and the proposed course meets disciplinary standards and reflects current trends in the field.

Step #7: Campus-Wide Sharing

- Notification of the Curriculum Register is distributed monthly via email with a link to the Register, which includes a synopsis of the proposal and instructions for how to view the full proposal in Course Leaf with a link to the whole proposal in Course Leaf.
- Campus members have 10 working days to submit an objection to proposal using the [Miscellaneous form](#) in Course Leaf.
- The objection will be routed via Course Leaf to the College Curriculum Committee, which will follow the objections process outlined [here](#).

Step #8: College Curriculum Committee

- The College Curriculum Committee considers the following:
 - Does the proposal make sense/cohere in a way faculty members outside of the discipline can see and understand?
 - Do the course outcomes align to the PLOs?
 - How will this course impact other programs in the College?
 - Is the disciplinary lens/boundary clear and distinctive? Do the course descriptions reflect the disciplinary perspectives and approaches?
 - Have intra-college objections been sufficiently addressed?



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Step #9: General Education

- The committee considers whether the course aligns with the requirements associated with the designated GE Area requirements and its associated outcomes.
- The General Education Committee reviews and considers:
 - Course description, student learning outcomes, list of potential texts and sample assignments
 - Explanation of how the above fulfills the requirements of the category
 - Outcomes matrix (Course outcomes aligned to the outcomes associated with the G.E. category and its associated G.E. outcomes)

Step #10: Graduate Council

- Graduate Council considers and reviews new and modified graduate courses
- The committee considers:
 - Whether the course aligns with standards for graduate curricula
 - Whether any current graduate courses or programs are impacted

Step #11: University Curriculum Committee (UCC)

- UCC only looks at courses if there was an objection and/or it is part of a program proposal (new and/or modified)
- UCC considers:
 - Have intra-college objections been sufficiently addressed?
 - Unresolved inter-college objections
 - Any further objections/appeals

Step #12: Academic Programs

- Ensures that all information provided is accurate and in compliance with campus and CSU policies

Step #13: Dean of Undergraduate or Graduate Studies (as appropriate)

- Ensures that the Curriculum Review Process was followed appropriately
- Reviews Chair's Impact Statement
- Checks for compliance with Title V and all relevant EO's

Step #14: Provost

- Considers resource needs

Appeals Process

- College Committee decisions can be appealed to UCC and UCC decisions can be appealed to EPC within 10 working days of having received notification of the decision and must explain, in writing, why the department is not satisfied with the decision. More information on the appeal and objections process can be found [here](#).