

AA STAFF SUBMISSION PROCESS FOR COURSE/PROGRAM MODIFICATIONS

NEW CREDIT COURSE

Step 1 – Discuss new course with your dean

Step 2 – Complete the New Course Development worksheet found either on the Faculty/Staff webpage or Blackboard

- Contact Jeff Coles for New Course number

Step 3 - Submit the New Course Development worksheet to your dean who will then submit to AA Staff for approval

- Upon approval, Teri will notify you via email

Step 4 – Submit a memo and develop a completed course syllabus and send to Jeff and Teri who will then submit to AA/CIC for approval (if needed, ask Teri or Jeff for a syllabus “template”, keeping in mind the syllabus needs to include materials of instruction, methods of instruction, evaluation of student achievement, grading scale and 16-week course outline. It also requires fonts, italics, etc. in certain areas of the document).

MODIFYING A COURSE

Step 1 – Schedule a short meeting with your dean and Jeff Coles

- Many syllabi from M:\Syllabus need updates to the materials of instruction (in proper format), methods of instruction, evaluation of student achievement, addition of grading scale, and 16-week course outline. By holding a brief meeting, details of the syllabi can be discussed so it's submitted correctly the first time.

Step 2 –Modify syllabus using ~~strike through~~ for deletions and red type for added information.

Step 3 – Send modified course syllabus to Jeff Coles and Teri Kanallakan who will then submit to AA/CIC for approval

WITHDRAWING A COURSE

Step 1 – Discuss the withdraw with your dean

Step 2 – Submit a memo with a rationale for the withdraw and send to your dean, Jeff Coles and Teri Kanallakan who will then submit to AA/CIC for approval

NEW PROGRAM

Step 1 – Schedule a brief meeting your dean and Jeff Coles to discuss new program proposal

- Jeff will discuss and review with you all the supportive materials necessary for ICCB.

Step 2 – Submit a memo including rationale, complete curriculum, and all supportive materials to your dean, Jeff Coles and Teri Kanallakan who will then submit to AA/CIC for approval

MODIFYING A PROGRAM

Step 1 – Email Teri at tnkanallakan@lc.edu for a current copy of your program (she has these saved in a table format in Word which makes editing much easier)

Step 2 - Schedule a meeting with your dean, Jeff Coles and Teri Kanallakan to discuss your modification(s). Have your changes outlined thoroughly.

Step 3 – Once finalized, Teri will type what is needed to submit to AA staff

- Teri will send you a copy of all the discussed changes for your review prior to adding it to the AA Staff agenda.

WITHDRAWING A PROGRAM

Step 1 – Discuss the withdraw with your dean

Step 2 – Submit a memo with a rationale for the withdraw and send to your dean, Jeff Coles and Teri Kanallakan who will then submit to AA/CIC for approval