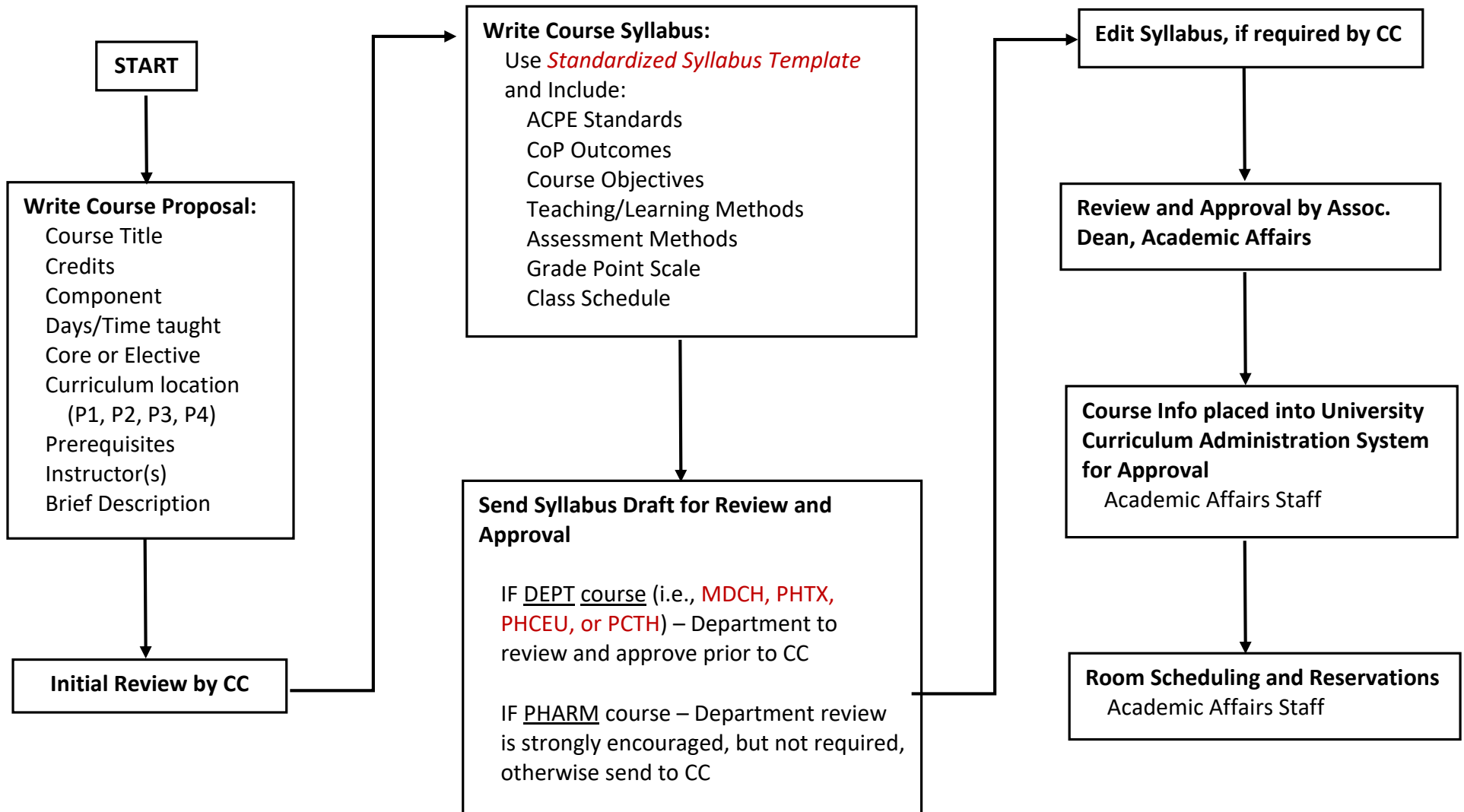


Faculty Guidance for Course Formation and Modification – When is Curriculum Committee (CC) approval needed? [UPDATED]

1. Creating a New Course:



2. Modifying an Existing Course:*

CC Review and Approval <u>needed:</u>	CC Review and Approval <u>NOT needed:</u>
<ul style="list-style-type: none"> ▪ Substantive change to Course (Educational) Objectives, <u>which impacts Curricular Mapping</u> e.g., changes in 2016 ACPE Standards which apply, or other educational standards 	<ul style="list-style-type: none"> ▪ Change to Instructor/co-instructor(s)
<ul style="list-style-type: none"> ▪ Substantive change to Teaching, Learning or Assessment Methods e.g., changing assessment practices from discrete choice exam to written paper or other methods – this applies to <u>Qualitative</u> changes. <u>Quantitative</u> changes in assessments (increasing or decreasing number of quizzes, or exams) would <u>NOT</u> require CC review and approval. 	<ul style="list-style-type: none"> ▪ Change in day(s)/time(s) of instruction (unless there is a change in credit hours)
<ul style="list-style-type: none"> ▪ Addition, Modification or Deletion of any course fee(s) [this does not apply to tuition fee changes] 	<ul style="list-style-type: none"> ▪ Change in location of instruction, this includes changing from in-person to on-line format
<ul style="list-style-type: none"> ▪ Change of credit hours 	<ul style="list-style-type: none"> ▪ Changes in number of assessments
<ul style="list-style-type: none"> ▪ Change of course placement in Curriculum e.g., moving course from P2 to P1 year 	<ul style="list-style-type: none"> ▪ Changes in required textbooks/materials

* If a faculty member has any questions about whether to seek CC review, please inquire with CC Chair for further guidance.