

Steps

Process Course Modification

Version Course Modification 2

Step

Short Title

Step Type Optional Required

Level

Days

Positions

Description

[javascript:checkSpell\(document.steps.step_desc\)](#)

  Originator Pre-Launch

Level 1.00

Type Required

Days 5.00

Description Originator Pre-Launch

Position Originator

Actions 120 Pre-Launch Status:

  Articulation Officer

Level 2.00

Type **Required**

Days **10.00**

Description Articulation Officer

Position Articulation Officer

Actions 105 Reviewed Status:
115 Hold For Changes Status:
118 Request For Change Status:

  Catalog Specialist
Level 2.00
Type **Required**
Days **5.00**
Description Checks for course numbers
Position Catalog Specialist
Actions 105 Reviewed Status:
118 Request For Change Status:

  Division Dean
Level 2.00
Type **Required**
Days **5.00**
Description Division Deans review course
Position Dean
Actions 105 Reviewed Status:

  ETC Committee
Level 2.00
Type Optional
Days
Description ETC reviews course
Position ETC Committee Members
Actions 105 Reviewed Status:
118 Request For Change Status:
123 No DE component Status:

  Faculty Members
Level 2.00
Type Optional
Days 5.00
Description Faculty Counterparts
Position Faculty Member
Actions 105 Reviewed Status:

  Hold
Level 2.00
Type **Required**
Days **5.00**
Description Holds so department can review course
Position Crafton Hills
Actions **119 Default** Status:

  Librarian
Level 2.00
Type **Required**
Days **5.00**
Description Librarian
Position Librarian
Actions 105 Reviewed Status:

  Originator Launch
Level 3.00
Type **Required**
Days **10.00**
Description Originator Launch
Position Originator
Actions 106 Launch Status:Launched

  Department Head
Level 4.00
Type **Required**
Days **5.00**
Description Department Head
Position Department Head
Actions 103 Approve Status:
117 Not Supported Status:
119 Default Status:

  Curriculum Committee Chair
Level 5.00
Type **Required**
Days **5.00**
Description Curriculum Committee Chair
Position Curriculum Committee Chair
Actions 105 Reviewed Status:

  Content Review Member
Level 6.00
Type Optional
Days
Description Content Review
Position Content Review Member
Actions 118 Request For Change Status:
105 Reviewed Status:

 	ETC Committee Review
Level	6.00
Type	Optional
Days	
Description	ETC Committee Review
Position	ETC Committee Members
Actions	105 Reviewed Status: 118 Request For Change Status: 123 No DE component Status:

 	HOld
Level	6.00
Type	Required
Days	5.00
Description	holds for review
Position	Crafton Hills
Actions	119 Default Status:Pending

 	Change Step
Level	6.50
Type	Required
Days	
Description	Originator makes changes
Position	Originator
Actions	122 No changes made Status:Launched 112 Reviewed and made changes Status:Launched

 	ETC Committee Head
Level	6.75
Type	Required
Days	5.00
Description	ETC Committee Head
Position	ETC Committee Head
Actions	103 Approve Status:Launched 115 Hold For Changes Status:Pending 117 Not Supported Status:Launched 123 No DE component Status:

 	Curriculum Committee
Level	7.00
Type	Optional
Days	5.00
Description	Curriculum Committee Member
Position	Curriculum Committee Member

Actions 118 Request For Change Status:
105 Reviewed Status:

  Hold
Level 7.00
Type **Required**
Days **5.00**
Description Holds for review
Position Curriculum Committee Chair
Actions **119 Default Status:Pending**

  Originator Change Step
Level 7.50
Type **Required**
Days
Description Originator makes changes
Position Originator
Actions 122 No changes made Status:Launched
112 Reviewed and made changes Status:Launched

  Curriculum Committee Chair
Level 7.75
Type **Required**
Days **10.00**
Description Curriculum Committee Chair
Position Curriculum Committee Chair
Actions 103 Approve Status:Approved
104 Disapprove Status:Pending
112 Reviewed and made changes Status:Approved
115 Hold For Changes Status:Pending

  Articulation Officer
Level 8.00
Type **Required**
Days **10.00**
Description Articulation Officer
Position Articulation Officer
Actions 115 Hold For Changes Status:Pending
105 Reviewed Status:Approved

  A R Evaluator
Level 9.00
Type Optional
Days

Description A&R Evaluator informed of course
Position A&R Evaluator
Actions 105 Reviewed Status:

  Catalog Specialist
Level 9.00
Type Optional
Days
Description Catalog Specialist informed of course
Position Catalog Specialist
Actions 105 Reviewed Status:

  VP Instruction
Level 9.00
Type **Required**
Days **10.00**
Description Vice President, Instruction
Position VP, Instruction
Actions 105 Reviewed Status:

  Implementation
Level 10.00
Type **Required**
Days **30.00**
Description Implementation
Position Instruction Office
Actions 121 Approved for Later Implementation Status:Approved
107 Activated Status:Active

Steps

Process New Course Crafton Hills

Version New Course 2

Step

Short Title ?

Step Type
Optional
Required ?

Level ?

Days ?

Process Checkk

- [Main](#)
- [Edit Process](#)
- [Steps](#)
- [Actions](#)

There is current
for this page.

Positions 

Description



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Originator Pre-Launch

Level 1.00

Type **Required**

Days **5.00**

Description Originator Pre-Launch

Position Originator

Actions 120 Pre-Launch Status:



Articulation Officer

Level 2.00

Type **Required**

Days **10.00**

Description Articulation Officer

Position Articulation Officer

Actions 105 Reviewed Status:
115 Hold For Changes Status:
118 Request For Change Status:



Catalog Specialist

Level 2.00

Type **Required**

Days **5.00**

Description Checks course numbers for past courses and courses offered at Valley

Position Catalog Specialist

Actions 118 Request For Change Status:
105 Reviewed Status:



Division Dean

Level 2.00

Type **Required**

Days **5.00**

Description Division Dean Reviews
Position Dean
Actions 105 Reviewed Status:

  ETC Committee
Level 2.00
Type Optional
Days
Description ETC Committee
Position ETC Committee Members
Actions 105 Reviewed Status:
118 Request For Change Status:Pending
123 No DE component Status:

  Faculty Members
Level 2.00
Type Optional
Days
Description Faculty Counterparts
Position Faculty Member
Actions 105 Reviewed Status:

  Hold
Level 2.00
Type **Required**
Days **5.00**
Description Hold step
Position Crafton Hills
Actions **119 Default** Status:

  Librarian
Level 2.00
Type **Required**
Days **5.00**
Description Librarian
Position Librarian
Actions 105 Reviewed Status:

  Originator Launch
Level 3.00
Type **Required**
Days **10.00**

Description Originator Launch
Position Originator
Actions 106 Launch Status:Launched

  Department Head
Level 4.00
Type **Required**
Days **5.00**
Description Department Head
Position Department Head
Actions 103 Approve Status:
117 Not Supported Status:
119 Default Status:

  Curriculum Committee Chair
Level 5.00
Type **Required**
Days **5.00**
Description Curriculum Committee Chair
Position Curriculum Committee Chair
Actions 105 Reviewed Status:

  Content Review Member
Level 6.00
Type Optional
Days
Description Content Review
Position Content Review Member
Actions 118 Request For Change Status:
105 Reviewed Status:

  ETC Committee Review
Level 6.00
Type Optional
Days
Description Review ETC info
Position ETC Committee Members
Actions 105 Reviewed Status:
118 Request For Change Status:
123 No DE component Status:

  Hold
Level 6.00

Type **Required**
Days **5.00**
Description Hold for review
Position Crafton Hills
Actions **119 Default** Status:Pending

 Change Step
Level 6.50
Type Required
Days
Description Originator makes requested changes
Position Originator
Actions 112 Reviewed and made changes Status:Launched
122 No changes made Status:Launched

 ETC Committee Head
Level 6.75
Type **Required**
Days **5.00**
Description ETC Committee
Position ETC Committee Head
Actions 115 Hold For Changes Status:Pending
105 Reviewed Status:Launched

 Curriculum Committee
Level 7.00
Type Optional
Days 5.00
Description Curriculum Committee Member
Position Curriculum Committee Member
Actions 118 Request For Change Status:
105 Reviewed Status:

 Hold
Level 7.00
Type **Required**
Days **5.00**
Description Holds for review
Position Crafton Hills
Actions **119 Default** Status:Pending

 Originator Change Step
Level 7.50

Type **Required**
Days
Description Originator is asked to make changes
Position Originator
Actions 112 Reviewed and made changes Status:Launched
122 No changes made Status:Launched

  Curriculum Committee Chair
Level 7.75
Type **Required**
Days
Description Curriculum Committee Chair
Position Curriculum Committee Chair
Actions 103 Approve Status:Approved
104 Disapprove Status:Pending
112 Reviewed and made changes Status:Approved
115 Hold For Changes Status:Pending

  Articulation Officer
Level 8.00
Type **Required**
Days **10.00**
Description Articulation Officer
Position Articulation Officer
Actions 115 Hold For Changes Status:Pending
105 Reviewed Status:

  A R Evaluator
Level 9.00
Type Optional
Days
Description made aware
Position A&R Evaluator
Actions

  Catalog Specialist
Level 9.00
Type Optional
Days
Description made aware
Position Catalog Specialist
Actions



 VP Instruction
 Level 9.00
 Type **Required**
 Days **10.00**
 Description Vice President, Instruction
 Position VP, Instruction
 Actions 105 Reviewed Status:



 Implementation
 Level 10.00
 Type **Required**
 Days **30.00**
 Description Implementation
 Position Instruction Office
 Actions 121 Approved for Later Implementation Status:Approved
 107 Activated Status:Active

Steps

Process Program Modification

Version 1

Step

Short Title

Step Type
 Optional
 Required

Level

Days

Positions

Description


[javascript:checkSpell\(document.steps.step_desc\)](#)

  Launch
Level 1.00
Type **Required**
Days
Description Launches major/certificate modifications
Position Originator
Actions 106 Launch Status:Launched

  Department Review
Level 2.00
Type Optional
Days 5.00
Description Departmental Review of changes
Position Faculty Member
Actions 105 Reviewed Status:
117 Not Supported Status:

  Division Dean
Level 2.00
Type **Required**
Days **5.00**
Description Division Dean Reviews
Position Dean
Actions 105 Reviewed Status:

  Hold
Level 2.00
Type **Required**
Days **5.00**
Description Hold for department review
Position Crafton Hills
Actions **119 Default** Status:

  Chairs
Level 3.00
Type Optional
Days 5.00
Description Other Department Chairs are informed of changes
Position Chair
Actions 105 Reviewed Status:
117 Not Supported Status:

  Hold

Level 3.00
Type **Required**
Days **5.00**
Description Hold for review
Position Crafton Hills
Actions **119 Default** Status:

  Other Interested Parties
Level 3.00
Type Optional
Days 5.00
Description Other faculty members who show interest in hearing about changes
Position Interested Party
Actions 117 Not Supported Status:
105 Reviewed Status:

  Curriculum Chair
Level 4.00
Type **Required**
Days
Description Curriculum chair inputs result from committee
Position Curriculum Committee Chair
Actions 103 Approve Status:Approved
104 Disapprove Status:Cancelled
115 Hold For Changes Status:Pending

  Curriculum Committee
Level 4.00
Type Optional
Days 5.00
Description members review changes
Position Curriculum Committee Member
Actions 105 Reviewed Status:
117 Not Supported Status:

  Implementation
Level 5.00
Type **Required**
Days
Description major/certificate modification is implemented
Position Instruction Office
Actions 121 Approved for Later Implementation Status:Approved
107 Activated Status:Active

Steps

Process New Major/Certificate

Version 1

Step

Short Title

Step Type Optional Required

Level

Days

Positions

Description

[javascript:checkSpell\(document.steps.step_desc\)](#)

  Launch

Level 1.00

Type **Required**

Days

Description the initiator of program places into launch

Position Originator

Actions 106 Launch Status:Launched

  Department Head

Level 2.00

Type **Required**

Days **5.00**

Description Department Head gives vote of department

Position Department Head

Actions 117 Not Supported Status:
105 Reviewed Status:

  Department Review
Level 2.00
Type Optional
Days 5.00
Description Faculty members in a department look over proposal
Position Faculty Member
Actions 117 Not Supported Status:
105 Reviewed Status:

  Division Dean
Level 2.00
Type Required
Days 5.00
Description Division Dean Reviews
Position Dean
Actions 105 Reviewed Status:

  Hold
Level 2.00
Type Required
Days 5.00
Description Hold for review
Position Crafton Hills
Actions 119 Default Status:

  Change level
Level 2.50
Type Required
Days
Description Originator makes changes
Position Originator
Actions 112 Reviewed and made changes Status:Launched

  Dean of Program Development
Level 3.00
Type Required
Days 5.00
Description The dean looks it over
Position Dean
Actions 103 Approve Status:Launched
105 Reviewed Status:
115 Hold For Changes Status:Pending

  Chairs
Level 4.00
Type Optional
Days 5.00
Description All department heads see proposal
Position Chair
Actions 117 Not Supported Status:
105 Reviewed Status:

  Hold
Level 4.00
Type **Required**
Days **5.00**
Description Hold for review
Position Crafton Hills
Actions **119 Default** Status:

  other interested parties
Level 4.00
Type Optional
Days 5.00
Description Others who have indicated they want to be informed of this
Position Faculty Member
Actions 105 Reviewed Status:
117 Not Supported Status:

  Curriculum Chair
Level 5.00
Type **Required**
Days
Description Chair gives vote of committee
Position Curriculum Committee Chair
Actions 103 Approve Status:Approved
104 Disapprove Status:Cancelled
118 Request For Change Status:Pending

  Curriculum Committee
Level 5.00
Type Optional
Days 5.00
Description committee members see proposal
Position Curriculum Committee Member

Actions 104 Disapprove Status:
103 Approve Status:

  Implementation
Level 6.00
Type **Required**
Days
Description Program is implemented
Position Instruction Office
Actions 121 Approved for Later Implementation Status:Approved
107 Activated Status:Active

Steps
Process Course Deletion
Version 1
Step
Short Title
Step Type Optional
Required
Level
Days
Positions
Description

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  Originator
Level 1.00
Type **Required**
Days
Description Person proposing course deletion

Position Originator
Actions 106 Launch Status:Launched

  Articulation Officer
Level 2.00
Type **Required**
Days **5.00**
Description Articulation Officer
Position Articulation Officer
Actions 103 Approve Status:Launched
115 Hold For Changes Status:Pending
117 Not Supported Status:Launched

  Dean
Level 3.00
Type **Required**
Days **5.00**
Description Divison Dean reviews
Position Dean
Actions 105 Reviewed Status:
117 Not Supported Status:

  Department
Level 3.00
Type Optional
Days 5.00
Description Faculty members in Department
Position Faculty Member
Actions 117 Not Supported Status:
105 Reviewed Status:

  Department Head
Level 3.00
Type **Required**
Days
Description Dept Head reviews
Position Department Head
Actions 105 Reviewed Status:

  Hold
Level 3.00
Type **Required**
Days **5.00**

Description Holds so department can review
Position Crafton Hills
Actions **119 Default** Status:

  Chairs
Level 4.00
Type Optional
Days 5.00
Description Lets all department chairs see the course which is being deleted to see if it impacts their courses/programs
Position Chair
Actions 105 Reviewed Status:
117 Not Supported Status:

  Hold
Level 4.00
Type **Required**
Days **5.00**
Description Holds for review
Position Crafton Hills
Actions **119 Default** Status:

  Interested Parties
Level 4.00
Type Optional
Days
Description Other faculty members who have expressed an interest in being informed about course deletions
Position Faculty Member
Actions 117 Not Supported Status:
105 Reviewed Status:

  Curriculum Chair
Level 5.00
Type **Required**
Days
Description Curriculum committe chair
Position Curriculum Committee Chair
Actions 103 Approve Status:Approved
104 Disapprove Status:Pending

  Curriculum Committee
Level 5.00
Type Optional

Days 5.00
Description Members of curriculum committee
Position Curriculum Committee Member
Actions 103 Approve Status:
104 Disapprove Status:
117 Not Supported Status:

  Implementation
Level 6.00
Type **Required**
Days
Description Makes course deleted
Position Instruction Office
Actions 107 Activated Status:Historical
121 Approved for Later Implementation Status:Historical

Steps
Process Program Deletion
Version 1
Step

Short Title 
Step Type Optional
Required 
Level 
Days 
Positions 
Description

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  Originator
Level 1.00

Type **Required**
Days
Description Person proposing course deletion
Position Originator
Actions 106 Launch Status:Launched

  Articulation Officer
Level 2.00
Type **Required**
Days **5.00**
Description Articulation Officer
Position Articulation Officer
Actions 103 Approve Status:Launched
115 Hold For Changes Status:Pending
117 Not Supported Status:Launched

  Dean
Level 3.00
Type **Required**
Days **5.00**
Description Divison Dean reviews
Position Dean
Actions 105 Reviewed Status:
117 Not Supported Status:

  Department
Level 3.00
Type Optional
Days 5.00
Description Faculty members in Department
Position Faculty Member
Actions 117 Not Supported Status:
105 Reviewed Status:

  Department Head
Level 3.00
Type **Required**
Days
Description Dept Head reviews
Position Department Head
Actions 105 Reviewed Status:

  Hold

Level 3.00
Type **Required**
Days **5.00**
Description Holds so department can review
Position Crafton Hills
Actions **119 Default** Status:

  Chairs
Level 4.00
Type Optional
Days 5.00
Description Lets all department chairs see the course which is being deleted to see if it impacts their courses/programs
Position Chair
Actions 105 Reviewed Status:
117 Not Supported Status:

  Hold
Level 4.00
Type **Required**
Days **5.00**
Description Holds for review
Position Crafton Hills
Actions **119 Default** Status:

  Interested Parties
Level 4.00
Type Optional
Days
Description Other faculty members who have expressed an interest in being informed about course deletions
Position Faculty Member
Actions 117 Not Supported Status:
105 Reviewed Status:

  Curriculum Chair
Level 5.00
Type **Required**
Days
Description Curriculum committe chair
Position Curriculum Committee Chair
Actions 103 Approve Status:Approved
104 Disapprove Status:Pending

 	Curriculum Committee
Level	5.00
Type	Optional
Days	5.00
Description	Members of curriculum committee
Position	Curriculum Committee Member
Actions	103 Approve Status: 104 Disapprove Status: 117 Not Supported Status:

 	Implementation
Level	6.00
Type	Required
Days	
Description	Makes course deleted
Position	Instruction Office
Actions	107 Activated Status:Historical 121 Approved for Later Implementation Status:Historical

Steps	
Process	DE addition ONLY
Version	Only DE added
Step	<input type="text"/>
Short Title	<input type="text"/>
Step Type	Optional <input type="radio"/> Required <input type="radio"/>
Level	<input type="text"/>
Days	<input type="text"/>
Positions	<input type="text"/>
Description	<input type="text"/>
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  Originator Submit
Level 1.00
Type **Required**
Days
Description Originator submits proposal to committee
Position Originator
Actions 106 Launch Status:Launched

  Department Head
Level 2.00
Type Optional
Days 2.00
Description Department Head is aware
Position Department Head
Actions 105 Reviewed Status:
117 Not Supported Status:

  Division Dean
Level 2.00
Type Optional
Days 2.00
Description Dean made aware
Position Dean
Actions 105 Reviewed Status:
117 Not Supported Status:

  Faculty Members
Level 2.00
Type Optional
Days 2.00
Description Department Faculty made aware
Position Faculty Member
Actions 105 Reviewed Status:

  Hold
Level 2.00
Type **Required**
Days **2.00**
Description Holds for review
Position Crafton Hills
Actions **119 Default Status:**

 	Curriculum Committee Chair
Level	3.00
Type	Required
Days	
Description	Chair puts into review system
Position	Curriculum Committee Chair
Actions	105 Reviewed Status:

 	ETC Committee Review
Level	4.00
Type	Optional
Days	5.00
Description	ETC Committee Reviews
Position	ETC Committee Members
Actions	105 Reviewed Status: 118 Request For Change Status:

 	Hold
Level	4.00
Type	Required
Days	5.00
Description	Holds for ETC to review
Position	Crafton Hills
Actions	119 Default Status:Pending

 	Change Step
Level	5.00
Type	Required
Days	5.00
Description	Allows Originator to make requested changes
Position	Originator
Actions	122 No changes made Status:Launched 112 Reviewed and made changes Status:Launched

 	ETC Committee Head
Level	6.00
Type	Required
Days	5.00
Description	ETC head tells of committee's decision
Position	ETC Committee Head
Actions	103 Approve Status: 115 Hold For Changes Status:Pending

 	Curriculum Committee Chair
Level	7.00
Type	Required
Days	
Description	Inputs vote of curriculum committee
Position	Curriculum Committee Chair
Actions	103 Approve Status:Approved 104 Disapprove Status:Pending

 	VP Instruction
Level	8.00
Type	Required
Days	
Description	VP signs off
Position	VP, Instruction
Actions	105 Reviewed Status:

 	Implementation
Level	9.00
Type	Required
Days	
Description	Once board approved, implementation dates added.
Position	Instruction Office
Actions	121 Approved for Later Implementation Status: