Steps	
Process	Course Modification
Version	Course Modification 2
_	
Step	
Short Title	2
	0
Step Type	Optional
	Required O
Level	0
Days	?
Positions	
Description	
•	
	abc
	increasing the al-Contlide and the standard decay
	javascript:checkSpell(document.steps.step_desc)
₽ U	
₽ ₩	Originator Pre-Launch
Level	1.00
Type	Required
Days	5.00
Descript	ion Originator Pre-Launch
Position	Originator
Actions	120 Pre-Launch Status:
₽ ₩	Articulation Officer
Level	2.00
Туре	Required
Days	10.00
-	ion Articulation Officer
Position	
Actions	105 Reviewed Status:
7 10110113	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

2.00 Level Type Required 5.00 Days

Description Division Deans review course

Position Dean

Actions 105 Reviewed Status:

7 X

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 5.00 Days

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: 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

119 Default Status: Pending Actions

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 5.00 Days

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 Туре Optional 5.00 Days

Description Curriculum Committee Member Position Curriculum Committee Member Actions 118 Request For Change Status:

105 Reviewed Status:

/ 🚜

Hold

Level 7.00
Type Required

Days <u>5.00</u>

Description Holds for review

Position Curriculum Committee Chair Actions 119 Default Status: Pending

/ X

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

/ d

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

7 X

Articulation Officer

Level 8.00
Type Required
Days 10.00

Description Articulation Officer
Position Articulation Officer

Actions 115 Hold For Changes Status: Pending

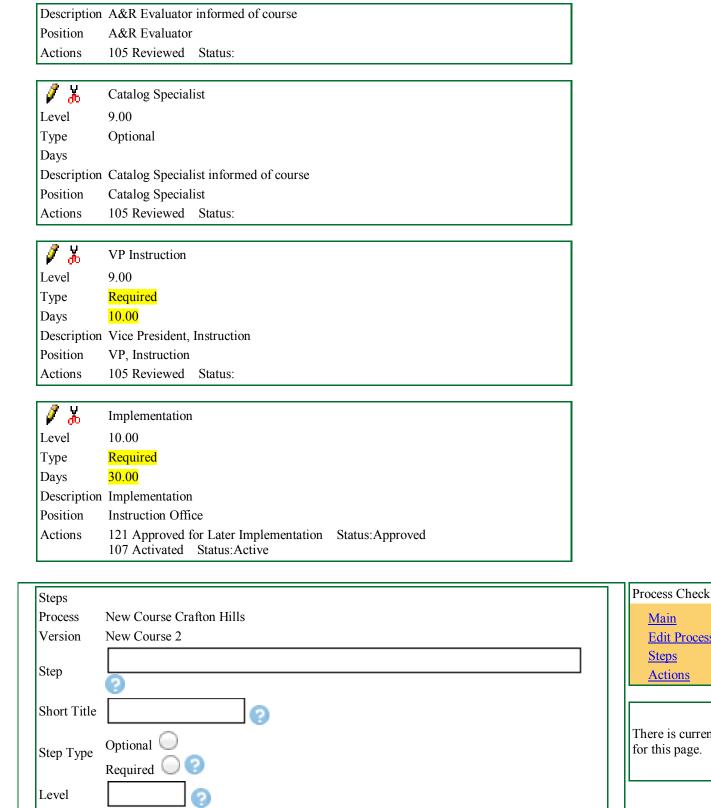
105 Reviewed Status: Approved

JX.

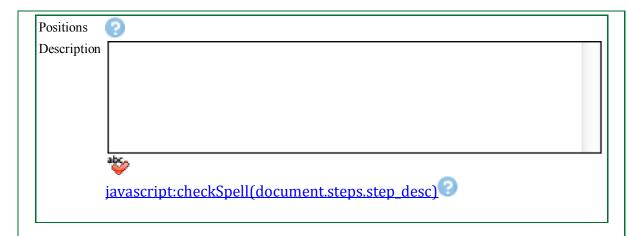
A R Evaluator

Level 9.00 Type Optional

Days



Days



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:

/ X

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:

7 a

Faculty Members

Level 2.00 Type Optional

Days

Description Faculty Counterparts
Position Faculty Member

Actions 105 Reviewed Status:

/ a

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

Position Librarian
Actions 105 Reviewed Status:

J X

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

6.00 Level

Type Required Days 5.00

Description Hold for review Position Crafton Hills

Actions 119 Default Status: Pending

/ J

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

/ X

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

/ X

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:

7 8

Hold

Level 7.00
Type Required
Days 5.00

Description Holds for review Position Crafton Hills

Actions 119 Default Status: Pending

/ J

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

JX

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

/ X

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:

7 X

A R Evaluator

Level 9.00 Type Optional

Days

Description made aware
Position A&R Evaluator

Actions

/ X

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:	
<mark>∮ </mark> њ Level	Implementation 10.00	
Type	Required	
Days	30.00	
Description	Implementation	
Position	Instruction Office	
Actions	121 Approved for Later Implementation Status: Approved	

Steps	
Process	Program Modification
Version	1
Step	?
Short Title	3
Step Type	Optional Required ?
Level	?
Days	?
Positions	②
Description	abc
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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:

/ K Hold

Level 3.00 Type Required Days 5.00

Description Hold for review Position Crafton Hills Actions 119 Default Status:

Other Interested Parties

3.00 Level Type Optional 5.00 Days

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

121 Approved for Later Implementation Status: Approved Actions

107 Activated Status: Active

Steps		
	lew Major/Certificate	
Version 1		
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Step L		
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Short Title		
	optional O	
Step Type		
K	equired 🔾 😢	
Level		
Days	<u></u>	
Positions		
Description		٦
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0.0	Launch	
Level	Launch 1.00	
Level		
T T T T T T T T T T	1.00	
Level Type Days	1.00	
Level Type Days Description	1.00 Required	
Level Type Days Description	1.00 Required n the initiator of program places into launch	
Level Type Days Description Position	1.00 Required n the initiator of program places into launch Originator	
Level Type Days Description Position	1.00 Required n the initiator of program places into launch Originator	
Level Type Days Description Position Actions	1.00 Required n the initiator of program places into launch Originator 106 Launch Status:Launched	
Level Type Days Description Position Actions	1.00 Required n the initiator of program places into launch Originator 106 Launch Status:Launched Department Head	
Level Type Days Description Position Actions Level	1.00 Required In the initiator of program places into launch Originator 106 Launch Status:Launched Department Head 2.00	
Level Type Days Description Position Actions Level Type Days	1.00 Required In the initiator of program places into launch Originator 106 Launch Status:Launched Department Head 2.00 Required	
Level Type Days Description Position Actions Level Type Days	1.00 Required In the initiator of program places into launch Originator 106 Launch Status:Launched Department Head 2.00 Required 5.00	
Level Type Days Description Position Actions Level Type Days Description	1.00 Required In the initiator of program places into launch Originator 106 Launch Status:Launched Department Head 2.00 Required 5.00 In Department Head gives vote of department	

Department Review

Level 2.00 Type Optional 5.00 Days

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

5.00 Days

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

5.00 Days

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 reveiw Position Crafton Hills

Actions 119 Default Status:



other interested parties

Level 4.00 Type Optional 5.00 Days

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

5.00 Level Type Optional 5.00 Days

Description committee members see proposal Position Curriculum Committee Member

Actions	104 Disapprove Status: 103 Approve Status:
/	Implementation
Level	6.00
Туре	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 C Required C
Level	?
Days	?
Positions	②
Description	
	abc
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₹ %	Originator
Level	1.00
Туре	Required
Days	
Description	Person proposing course deletion

Position Originator

Actions 106 Launch Status: Launched

/ X

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: Pending117 Not Supported Status: Launched

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Dean

Level 3.00
Type Required
Days 5.00

Description Divison Dean reviews

Position Dean

Actions 105 Reviewed Status:

117 Not Supported Status:

/ X

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:

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Department Head

Level 3.00 Type Required

Days

Description Dept Head reviews
Position Department Head
Actions 105 Reviewed Status:



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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

Туре Optional

5.00 Days

Lets all department chairs see the course which is being deleted to see if it impacts Description

their courses/programs

Position Chair

Actions 105 Reviewed Status:

117 Not Supported Status:

₩

Hold

Level 4.00

Type Required

5.00 Days

Description Holds for review

Position Crafton Hills

Actions 119 Default Status:



Interested Parties

Level 4.00

Туре Optional

Days

Other faculty members who have expressed an interest in being informed about Description

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 103 Approve Status: Approved Actions

104 Disapprove Status: Pending



Curriculum Committee

5.00 Level Optional Type

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

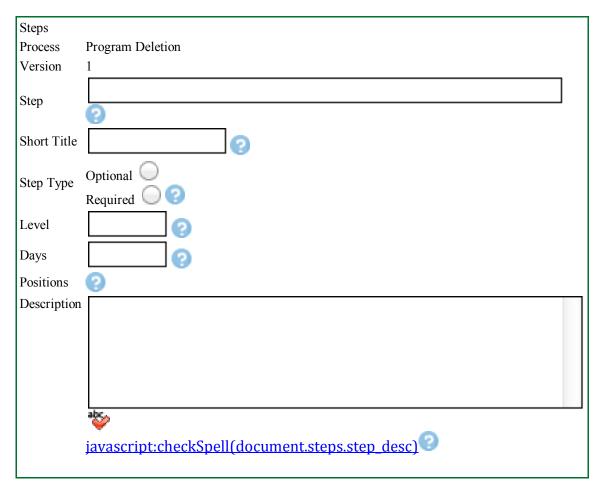
Days

Description Makes course deleted

Position Instruction Office

Actions 107 Activated Status:Historical

121 Approved for Later Implementation Status:Historical





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: Pending117 Not Supported Status: Launched

/ d

Dean

Level 3.00 Type Required

Days <u>5.00</u>

Description Divison Dean reviews

Position Dean

Actions 105 Reviewed Status:

117 Not Supported Status:

/ X

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:

1

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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

Crafton Hills Position

119 Default Status: Actions

Chairs

4.00 Level Type Optional Days 5.00

Lets all department chairs see the course which is being deleted to see if it impacts Description

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:

W

Curriculum Chair

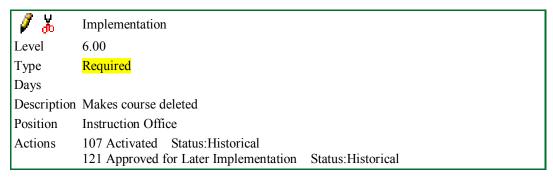
Level 5.00 Type Required

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:



Steps		
Process	DE addition ONLY	
Version	Only DE added	
Step	?	
Short Title	?	
Step Type	Optional Required 2	
Level		
Days	?	
Positions	?	
Description	1	
	abc	
	~	
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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 2.00 Days

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 2.00 Days

Description Department Faculty made aware

Position Faculty Member

Hold

Actions 105 Reviewed Status:



Level 2.00

Type Required 2.00 Days

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 5.00 Days

Description ETC Committee Reviews Position ETC Committee Members Actions 105 Reviewed Status:

> 118 Request For Change Status:

Hold

Level 4.00 Type Required

5.00 Days

Description Holds for ETC to review

Crafton Hills Position

Actions 119 Default Status: Pending

Change Step

Level 5.00 Туре Required Days 5.00

Description Allows Originator to make requested changes

Position Originator

122 No changes made Status: Launched Actions

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

/ X

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

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VP Instruction

Level 8.00
Type Required

Days

Description VP signs off Position VP, Instruction

Actions 105 Reviewed Status:

/ X

Implementation

Level 9.00
Type Required

Days

Description Once board approved, implementation dates added.

Position Instruction Office

Actions 121 Approved for Later Implementation Status: