**Curriculum Change Flowchart**

**Application preparation:**
- Proposer meets with Curriculum Coordinator to assure proposal will be in compliance with SACS, THECB and Collin Board of Trustees.
- Proposer fills out required CAB Transmittal Form(s).

**Review Actions:**
- The Coordinator places approved materials on the I:drive and notifies the CAB membership.
- Proposing Authority (i.e. Dean or Committee Chairs) reviews submission and digitally signs form(s)
- Curriculum Coordinator sets CAB presentation date/time.

**Communications:**
- Tabled: CAB Chair notifies Proposing Authority for clarification or additional information and resubmission.
- Denied: CAB Chair notifies Proposing Authority.

**Communication:**
- Deans’ Liaison presents CAB recommendations to VP/Ps and VP of Student Development

**Actions after Final Approval:**
- Curriculum Coordinator submits change(s) to the Collin Board of Trustees, THECB, and/or SACS, if appropriate, and informs Proposing Authority of THECB status.
- Proposing Authority verifies changes, if any, for following year's catalog.
- IRO and ARO are notified of changes as needed.
- VPs, Deans, and other appropriate persons are notified by email of approved recommendations.

**Initiator of Request (Proposer) meets with impacted Dean(s) for endorsement**

Contact the Curriculum Office

Paperwork Completed

Curriculum Coordinator Review

Yes

- Recommendsation sent to designated Academic Officer (AO) with CAB Chair Signature

No

CAB Review

Yes

AO Review in consultation with other VP/Ps and VP of Student Development

Yes

Signed forms are forwarded to the Curriculum Office. Proposing Authority is notified.

No

Tabled: CAB Chair notifies Proposing Authority for clarification or additional information and resubmission.

Communication:
- Deans’ Liaison presents CAB recommendations to VP/Ps and VP of Student Development

Communication:
- If denied, AO notifies CAB Chair and Proposing Authority.

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