How to Select a Proposal Type

If you want to create a new course use either;

**New Course**
**New Course Community Ed**

If you are archiving a course use;

**Update Course Archive**

If you are making a Major Change in the Course Outline of Record, which may affect statutory or regulatory standards, use one of the following proposal types;

**Update Course Update**
**Update Course Update Community Ed**

If the changes you are making are a Minor Change, and do not affect statutory or regulatory standards, please use the following proposal type;

**Consent Items Only**

**What are Major and Minor Changes?**

Modifications which are considered a **Major Change**;

- change in Objectives, Student Learning Outcomes or Content which alters the need or justification for the course or calls into question the ability of the course to meet standards in Title 5 or or the Program and Course Approval Handbook
- change in units and hours
- change in number of repetitions
- change in credit/noncredit status
- change in prerequisites, co-requisites and advisories
- offering a course in experimental status or delivery in a highly compressed time frame
- change in TOPS code
- change of Basic Skills level
- change in Occupation Qualification (SAMS code)
Modifications which are considered a **Minor Change**:

- change in modality, e.g. distance education
- change in transferibility status
- change in CI-D status
- minor, non-substantive changes in Catalog Description, Objectives, Student Learning Outcomes, or Content
- change in course number (*within college policy*)
- change in course title
- add/drop from an associate degree or certificate program
- add/drop from the associate degree general education list (*the expectation is that the change in general education status would be based on well-established criteria for each general education area, reviewed and recommend either by divisional faculty or a general education subcommittee*)
- non-substantial changes in term length (*as long as the Carnegie relationship is maintained*)
- changes in the Text and/or Instructional Materials
- changes in Methods of Instruction, Assignments, or Methods of Evaluation (*as long as these changes are minor, they continue to enable students to meet objectives, they fully cover the stated content, and they would not trigger the need for a separate review re-evaluation such as is required for ensuring regular effective contact in distance education*)
- addition of a focus area to a special topics course