

# ISP 161

## Course Creation, Edits, Inactivation, and Reactivation

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### PURPOSE

Establishes standards for creating, editing, inactivating and reactivating courses.

### SUMMARY

Each department is responsible for submitting outlines for new courses as well as updating currently approved outlines, and inactivating or reactivating courses as needed. Curriculum Committee and the Office of Community Colleges and Workforce Development (CCWD) approval are required for all credit bearing courses, except for experimental courses (xxx-199 and xxx-299) which are offered for a limited time only.

### STANDARD

- A) Departments will assess the need and impact of proposed new courses and course edits prior to Department Chair and Division Dean approval. Edits include changes, inactivation, and reactivation of courses
- B) The Division Dean will provide written approval to the Curriculum Office before new courses are entered into the Online Course/Outline Submission System
- C) New courses and edited courses will meet all required CCWD and/or accreditation requirements
- D) Departments will submit new courses and edit existing courses through the [Online Course/Outline Submission](#) System
- E) New course numbers will be determined between the Department Chair and the Curriculum Office
- F) The Curriculum Office will be responsible for entering new and updating existing course information into Colleague and with CCWD
- G) Departments will provide written notification of course inactivation or reactivation to the Curriculum Office
- H) The Curriculum Office will make available a process document outlining the steps for a new course approval, course edits, course inactivation, and course reactivation

### REVIEW HISTORY

ISP Committee	Approved	
College Council	Reviewed	May 16, 2014
College Council	Reviewed	April 17, 2009
College Council	Reviewed	February 19, 2004
Instructional Council	Adopted	January 23, 1996