NEW COR Workflow Steps

Stage 1 of 8: **Faculty**

- Instructors create a New Course Outline and submit in eLumen (1st Thursday of the month during the months September through November and February through April)

Stage 2 of 8: **Division Chair**

- Division chair has a one-week time frame for review/approval (2nd Thursday)

Stage 3 of 8: **Division Members Review**

- Division Members have a one-week time frame to review (3rd Thursday)

Stage 4 of 8: **TRC Members Review**

- TRC Members must review content before meeting. (Articulation Officer will also review in this stage)

Stage 5 of 8: **TRC Meeting** (4th Wednesday)

- COR will be discussed and either approved, tabled or sent back to initiator for edits

Stage 6 of 8: **Curriculum Members Review**

- Curriculum Members must review content before meeting. (Librarian will make sure there are resources for the course)

Stage 7 of 8: **Curriculum Meeting** (5th week)

- COR will be discussed and either approved, tabled or sent back for edits

Stage 8 of 8: **Board and COCI Approval**

- Once board and COCI approves, Curriculum Specialist with finish the workflow and publish the COR stating when it can be offered.

During the TRC meeting, if there are edits that need to be made that are substantial/major changes or if the instructor needs to meet with someone regarding needed information, the course/program will be tabled due to edits. The Faculty Co-Chair will request the areas that need to be edited and send it back to Course/Program initiator. If the edits are non-substantial changes (spelling, typos or punctuation) it can be approved with edits and sent back to Course/Program initiator to make the changes. Once changes are completed, Course/Program initiator will submit to Division chair. Division chair will make sure changes are done correctly and approve. Then Curriculum Specialist will then push the COR through where it needs to go next for approval (either TRC or Curriculum) in the workflow.

***** Curriculum Specialist will push the steps/stages for division member review (step/stage 3), TRC review (step/stage 5) and Curriculum review (step/stage 6), after 9 a.m. on the deadline of the workflow for that step whether or not members have reviewed.**

DRAFT

Revised COR Workflow Steps

Stage 1 of 8: **Faculty**

- Instructors revise a course and submit in eLumen (1st Thursday of the month during the months September through November and February through April)

Stage 2 of 8: **Division Chair**

- Division chair has a one-week time frame for review/approval (2nd Thursday)

Stage 3 of 8: **Division Members Review**

- Division Members have a one-week time frame to review (3rd Thursday)

Stage 4 of 8: **TRC Members Review**

- TRC Members must review content before meeting. (Articulation Officer will also review in this stage)

Stage 5 of 8: **TRC Meeting** (4th Wednesday)

- COR will be discussed and either approved, tabled or sent back to initiator for edits

Stage 6 of 8: **Curriculum Members Review**

- Curriculum Members must review content before meeting

Stage 7 of 8: **Curriculum Meeting** (5th week)

- COR will be discussed and either approved, tabled or sent back for edits

Stage 8 of 8: **Board and COCI Approval**

- Once board and COCI approves, Curriculum Specialist with finish the workflow and publish the COR stating when it can be offered.

During the TRC meeting, if there are edits that need to be made that are substantial/major changes or if the instructor needs to meet with someone regarding some needed information, the course/program will be tabled due to edits. The Faculty Co-Chair will request the areas that needs to be edited and send it back to Course/Program initiator. If the edits are non-substantial changes (spelling, typos or punctuation) it can be approved with edits and sent back to Course/Program initiator to make the changes. Once changes are completed, the Course/Program initiator will submit to Division chair. Division chair will make sure changes are done correctly and approve. Then Curriculum Specialist will push the COR through where it needs to go next for approval (either TRC or Curriculum) in the workflow.

*****Curriculum Specialist will push the steps/stages for division member review (step/stage 3), TRC review (step/stage 5) and Curriculum review (step/stage 6), after 9 a.m. on the deadline of the workflow for that step whether or not members have reviewed.**

DRAFT

Inactivate COR Workflow Steps

Stage 1 of 6: Faculty

- Instructor inactivates a course

Stage 2 of 6: Division Chair Approval.

- Division chair approval

Stage 3 of 6: Division Members Review

- Division Members have a time frame to review

Stage 4 of 6: Curriculum Members Review

- Curriculum Members must review content before meeting

Stage 5 of 6: Curriculum Meeting and Approval

- COR will be discussed and either approved or tabled

Stage 6 of 6: Board and COCI Approval

- Once board and COCI approves, curriculum specialist will inactivate the course

DRAFT