# Process Guide for Course Related Curriculum Committee Submissions

This guide contains guidance for:

* Developing a new course
* Adding a course to the PPSC catalog that already exists in CCNS
* Modifying a course in the PPSC catalog
* Modifying a course in CCNS
* Requesting GT Status
* Deleting a course in the PPSC catalog
* Archiving/deleting a course in CCNS

Find contact information and document links on the [Curriculum Committee](https://www.pikespeak.edu/academics/instructional-services/faculty-resources/curriculum-committee.php) webpage.

## Developing a New Course

1. Use the following resources for developing courses
2. For format and language requirements use the State Faculty Curriculum Committee (SFCC)– [SFCC Style Guide](https://cccs.sharepoint.com/:w:/r/sites/FacultyVault2/_layouts/15/Doc.aspx?sourcedoc=%7B6F5CD5CE-E9C2-4ADC-9205-17A068DAC851%7D&file=SFCC-Style-Guide-12.2021%20(2).docx&action=default&mobileredirect=true)
3. For potential Guaranteed Transfer status, use [CCCS GT Pathways Process Guide.pdf](https://cccs.sharepoint.com/sites/FacultyVault2/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FFacultyVault2%2FShared%20Documents%2F1Course%20and%20Curriculum%20Documents%2FSFCC%20Docs%20%28for%20uploads%29%2FGt%20Pathways%20Process%20Guide%2Epdf&parent=%2Fsites%2FFacultyVault2%2FShared%20Documents%2F1Course%20and%20Curriculum%20Documents%2FSFCC%20Docs%20%28for%20uploads%29)
4. Contact the appropriate (CTE or Transfer) SFCC Representative to confirm course meets SFCC requirements.
5. Contact your statewide discipline group for approval.
   1. State discipline chair must confirm that new course is not a duplication of an existing Community College Numbering System (CCNS) course, with at least 20% of the Course Learning Outcomes (CLOs) being unique. ([SP 9-71 – Community College Course Numbering System](https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-9-71-community-college-course-numbering-system/))
   2. Secure documentation of the state discipline group’s approval through either:
      * Statewide Curriculum Meeting minutes (formerly called 2:2)
      * Email vote from the statewide discipline group
6. After statewide discipline consensus, one school will champion the course and move it through the rest of the process. Once approved by SFCC, all colleges may use course.
7. Fill out the appropriate State form to be added to your submission

* [CCNS CTE Course Submission Template](https://cccs.sharepoint.com/:w:/r/sites/FacultyVault2/_layouts/15/Doc.aspx?sourcedoc=%7B7777DEE8-569B-4178-B84C-DA39A4B9FD66%7D&file=Course-Submission-Template-CTE_01082024.docx&action=default&mobileredirect=true)
* [CCNS Gen Ed Course Submission Template](https://cccs.sharepoint.com/:w:/r/sites/FacultyVault2/_layouts/15/Doc.aspx?sourcedoc=%7B43A83C35-16F6-46F5-971E-9AC68DFCCB78%7D&file=Course-Submission-Template-Gen-Ed_01082024.docx&action=default&mobileredirect=true)
* [CCNS GT Pathways Course Submission Template](https://cccs.sharepoint.com/:w:/r/sites/FacultyVault2/_layouts/15/Doc.aspx?sourcedoc=%7B1D81C0A0-BC95-449D-8D77-6C2A47CBB30F%7D&file=Course-Submission-Template-GT-Pathway_01082024.docx&action=default&mobileredirect=true)

1. Submit PPSC [Curriculum Course Request form on myPikesPeak Portal](https://apps.pikespeak.edu/sign/VPIS/CourseDesign) selecting “CCNS Course Design.”

## Adding a Course to the PPSC Catalog that already exists in CCNS

1. Submit [Curriculum Course Request form on myPikesPeak Portal](https://apps.pikespeak.edu/sign/VPIS/CourseDesign) form, choosing “Add a Course” to add an existing course in CCNS to the PPSC catalog.
2. You may be asked to work with the Statewide Discipline group, after Curriculum Committee approval, to update the course in CCNS if the course is dated or contains errors. If that is the case, after the statewide group has updated the course, submit a PPSC [Curriculum Course Request form on myPikesPeak Portal](https://apps.pikespeak.edu/sign/VPIS/CourseDesign) and select “CCNS Course Revision”

## Modifying a Course in the PPSC Catalog

1. The only modifications that can be made to a course at PPSC without going through SFCC are:
2. Changes to the contact hours. Use the CCCS Contact Hour to Credit Hour Ratio Guidelines for guidance.
3. Changes to schedule type. Use the CCCS Contact Hour to Credit Hour Ratio Guidelines for guidance.
4. Changes to prerequisites/corequisites for some CTE “alignment exempted” courses. Check the VPIS SharePoint “Prerequisites” folder to see what courses these are.
5. Submit PPSC [Curriculum Course Request form on myPikesPeak Portal](https://apps.pikespeak.edu/sign/VPIS/CourseDesign) and select “Modify a Course”

## Modifying a Course in CCNS

1. Use the following guidance for modifying courses
2. For format and language requirements, State Faculty Curriculum Committee (SFCC)– [SFCC Style Guide](https://cccs.sharepoint.com/:w:/r/sites/FacultyVault2/_layouts/15/Doc.aspx?sourcedoc=%7B6F5CD5CE-E9C2-4ADC-9205-17A068DAC851%7D&file=SFCC-Style-Guide-12.2021%20(2).docx&action=default&mobileredirect=true)
3. Contact the appropriate (CTE or Transfer) SFCC Representative to confirm course meets SFCC requirements.
4. Secure documentation of the state discipline group’s approval through either:
   * Statewide Curriculum Meeting minutes (formerly called 2:2)
   * Email vote from the statewide discipline group
5. Submit PPSC [Curriculum Course Request form on myPikesPeak Portal](https://apps.pikespeak.edu/sign/VPIS/CourseDesign) and select “CCNS Course Design”

## Requesting Guaranteed Transfer (GT) Status from the Colorado Department of Higher Education (CDHE)

* + - 1. Use the CCCS GT Pathways Process Guide.

1. Prepare a sample syllabus demonstrating that the course meets the General Education content and competencies of the proposed GT Pathways content area (e.g., GT-AH3, GT-CO1, GT-SS3).
2. Secure documentation of the state discipline group’s approval through either:
   * Statewide Curriculum Meeting minutes (formerly called 2:2)
   * Email vote from the statewide discipline group
3. Fill out the CCNS form Gt Pathways Course Submission Template, found on the Dean & Faculty Vault on the CCNS SharePoint
4. Submit PPSC [Curriculum Course Request form on myPikesPeak Portal](https://apps.pikespeak.edu/sign/VPIS/CourseDesign) and select “CCNS Coures Design” or “CCNS Course Revision” depending on if it is a new or revised course.
5. GT Status is ultimately determined by the General Education (GE) Counsil.

## Deleting a Course in the PPSC Catalog

1. Delete a course from the PPSC catalog when it has not been offered for 3 or more years, when it is no longer beneficial.
2. Search the online catalog to determine if other departments include the course in their program guides. If they do, contact the department to notify them the course will no longer be offered. Those departments will need to submit a Program Revision form with the course removed from their program layout, for the deleted course to be completely removed from the catalog.
3. Submit PPSC [Curriculum Course Request form on myPikesPeak Portal](https://apps.pikespeak.edu/sign/VPIS/CourseDesign) and select “Delete a Course.”

## Archiving/Deleting a Course in CCNS

1. Once a course is archived, no college in the system may teach it. Secure documentation of the state discipline group’s approval through either:
   * Statewide Curriculum Meeting minutes (formerly called 2:2)
   * Email vote from the statewide discipline group
2. Use the [Curriculum Course Request form on myPikesPeak Portal](https://apps.pikespeak.edu/sign/VPIS/CourseDesign) and select “CCNS Course Revision”.
3. Attach the CCNS Course Template Submission – CTE or GT form, selecting “Course Archive.”

* [CCNS CTE Course Submission Template](https://cccs.sharepoint.com/:w:/r/sites/FacultyVault2/_layouts/15/Doc.aspx?sourcedoc=%7B7777DEE8-569B-4178-B84C-DA39A4B9FD66%7D&file=Course-Submission-Template-CTE_01082024.docx&action=default&mobileredirect=true)
* [CCNS Gen Ed Course Submission Template](https://cccs.sharepoint.com/:w:/r/sites/FacultyVault2/_layouts/15/Doc.aspx?sourcedoc=%7B43A83C35-16F6-46F5-971E-9AC68DFCCB78%7D&file=Course-Submission-Template-Gen-Ed_01082024.docx&action=default&mobileredirect=true)