



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*Dr. R. Scott Ralls, President*

June 26, 2012

**To:** Presidents  
Chief Academic Officers

**From:** Sharon E. Morrissey, Ed. D.  
Senior Vice President and Chief Academic Officer

**Subject:** Curriculum Review Committee Course Approvals

The Curriculum Review Committee (CRC) has the responsibility for maintaining the curriculum courses in the Combined Course Library (CCL). The approved course requests from the Summer 2012 meeting are attached for your information. Course revisions may involve the removal of required prerequisites or corequisites. Please note that colleges may add local prerequisites and/or corequisites if they determine a need exists.

The Curriculum Review Committee approved over 350 curriculum course requests from the Code Green Super Curriculum Improvement Project (CIP) participants. The courses are effective Fall 2013. *(Colleges may begin utilizing the courses as early as Fall of 2013, but must have implemented the courses by Fall of 2014.)*

The participants of the CIP also proposed new curriculum standards which will be presented to the State Board of Community Colleges for final action in August. Notification of the State Board action will be sent to colleges in August.

Please note that the Curriculum Review Committee approved the addition of Student Learning Outcomes (SLOs) for many of the Super CIP courses. Student Learning Outcomes are a new addition for the Combined Course Library which *may* be utilized for new course requests if the requesting college feels that SLOs are necessary. Please see the attached revision of the CRC process which reflects revised course request forms.

The following curriculum standard(s) involved CRC-approved core course revisions **and additional standard revision requests** that will be reviewed for action at the July 2012 State Board meeting:

<u>Curriculum Title</u>	<u>Curriculum Code</u>
Electric Lineman Technology	A35210
Electric Utility Substation and Relay Technology	A50510
Nuclear Technology	A50460

**CC12-017**  
**E-mail**

The State Board of Community Colleges has delegated authority to the Senior Vice President and Chief Academic Officer to approve curriculum standard changes involving **core course title and/or credit hour changes** resulting from CRC action. The standard listed below has been revised as a result of CRC-approved changes to one or more core courses:

<u>Curriculum Title</u>	<u>Curriculum Code</u>
Outdoor Leadership	A55330

Please be aware that you must implement the attached revised courses and standard no later than one year after the effective term. You must update your college's electronic program of study and receive approval from the System Office prior to implementation of the revised courses and program.

Curriculum standards, curriculum courses and procedures for submitting requests to the CRC are available on the Academic Programs home page at <http://www.nccommunitycolleges.edu/programs>. Please note that due to the large volume of new and revised CIP courses, updates may not appear until July 2012.

If you need assistance or clarification, please contact Ms. Jennifer Frazelle, Program Director, at [frazellej@nccommunitycolleges.edu](mailto:frazellej@nccommunitycolleges.edu) or at (919) 807-7120.

SEM/dm

Attachments

c: Curriculum Review Committee  
Ms. Elizabeth Self  
Dr. Van Wilson  
Ms. Cynthia Liston  
Ms. Jennifer Frazelle  
Program Coordinators

CC12-017  
E-mail

**Curriculum Course Requests Approved By the Curriculum Review Committee (CRC)  
on May 29, 2012**

<b>Course Prefix #</b>	<b>Title</b>	<b>Request</b>	<b>Effective Semester</b>	<b>Curriculum Standard Core Course</b>
BAR 119	Trichology Concepts I	New course	Fall 2012 (2012*03)	n/a
BAR 120	Trichology Clinic I	New course	Fall 2012 (2012*03)	n/a
CTI 289	CTI Capstone Project	New course	Fall 2012 (2012*03)	n/a
ELT 111	Intro to Elect Lineman	Change title from "Intro to Electric Lineman" to "Intro to Elect Line Construct"	Fall 2012 (2012*03) Early Implementation	Electric Lineman Technology (A35210)
ELT 111 A	Intro to Elect Line Construct Lab	Change title from "Intro to Electric Lineman Lab" to "Intro to Elect Line Const Lab" Change course description	Fall 2012 (2012*03) Early Implementation	n/a
EUS 210	Lg High Volt Power Trans	Change prerequisites from "EUS 120 and EUS 130" to "EUS 110" Change course title from "Lg High Volt Power Trans" to "Lg High Volt Power Trans I"	Fall 2012 (2012*03) Early Implementation	Electric Utility Substation and Relay Technology (A50510)
EUS 215	Lg High Volt Power Trans II	New course	Fall 2012 (2012*03)	n/a
EUS 220	High Volt Power Cir Br	Change prerequisites from "EUS 120 and EUS 130" to "EUS 130"	Fall 2012 (2012*03) Early Implementation	Electric Utility Substation and Relay Technology (A50510)
EUS 230	Elect Util Prot Rel	Change prerequisites from "EUS 210 and EUS 220" to "EUS 130"	Fall 2012 (2012*03) Early Implementation	Electric Utility Substation and Relay Technology (A50510)
EUS 235	Elect Util Prot Rel II	New course	Fall 2012 (2012*03)	n/a
EUS 240	Substation Ancillary Systems	Change prerequisites from "EUS 210 and EUS 220" to "EUS 130"	Fall 2012 (2012*03) Early Implementation	Electric Utility Substation and Relay Technology (A50510)

**Curriculum Course Requests Approved By the Curriculum Review Committee (CRC)  
on May 29, 2012**

<b>Course Prefix #</b>	<b>Title</b>	<b>Request</b>	<b>Effective Semester</b>	<b>Curriculum Standard Core Course</b>
EUS 260	Cap & Case Stu in EUSRT	Change prerequisites from "EUS 210 and EUS 220" to "EUS 215 Lg High Volt Power Trans II" Change corequisites from "None to "EUS 235 Elect Util Prot Rel II"	Fall 2012 (2012*03) Early Implementation	Electric Utility Substation and Relay Technology (A50510)
GRO 240	Gerontology Care Managing	Change course hours from "2-0-0-2" to "3-0-0-3"	Fall 2012 (2012*03) Early Implementation	n/a
GRO 250	Aging Pol, Prog Serv	New course	Fall 2012 (2012*03)	n/a
HOR 257	Arboriculture Practices	Change prerequisites from "HOR 160 or LSG 111" to "none"	Summer 2013 (2013*02)	n/a
HSE 251	Activities Therapy	Change course title from "Activities Therapy" to "Activities Planning" Change course description	Fall 2012 (2012*03) Early Implementation	n/a
MED 183	Electronic Medical Records I	Change corequisites from "CIS 111 or OST 131" to "CIS 110 or CIS 111 or OST 131"	Fall 2012 (2012*03) Early Implementation	n/a
MKT 232	Social Media Marketing	New course	Fall 2012 (2012*03)	n/a
MTH 130	Therapeutic Massage Mgmt	New course	Fall 2012 (2012*03)	n/a
NUC 110	Nuclear Reactor Sys	Change course description	Fall 2012 (2012*03) Early Implementation	Nuclear Technology (A50460)

**Curriculum Course Requests Approved By the Curriculum Review Committee (CRC)  
on May 29, 2012**

<b>Course Prefix #</b>	<b>Title</b>	<b>Request</b>	<b>Effective Semester</b>	<b>Curriculum Standard Core Course</b>
NUC 120	Nuclear Reactor Theory	Change course description	Fall 2012 (2012*03) Early Implementation	Nuclear Technology (A50460)
NUC 210	Nuclear Steam Plant Systems	New course	Fall 2012 (2012*03)	n/a
NUC 220	Nuclear Primary Plant Systems	New course	Fall 2012 (2012*03)	n/a
NUR 118	Nutrition/Diet Therapy	Change course description	Fall 2012 (2012*03) Early Implementation	n/a
ODL 244	Caving	Change course hours from "1-3-0-2" to "0-2-0-1"	Summer 2013 (2013*02)	Outdoor Leadership (A55330)
ODL 250	Biking	Change course hours from "1-3-0-2" to "0-2-0-1"	Summer 2013 (2013*02)	Outdoor Leadership (A55330)
OST 250	Long-Term Care Coding	New course	Fall 2012 (2012*03)	n/a

# CURRICULUM STANDARD

Effective Term  
Summer 2013  
[2013\*02]

Curriculum Program Title

**Outdoor Leadership**

Code

**A55330**

Concentration

**(not applicable)**

## ***Curriculum Description***

This curriculum is designed to prepare individuals to be successful professionals in outdoor adventure, education and leadership.

Course work includes technical training in the areas such as backpacking, canoeing, kayaking, and rock-climbing. These skills are taught through facilitation and experiential learning methodologies. This course of study includes interpersonal skills and leadership skills such as group process, conflict resolution, program planning and management issues.

Graduates from this program will have a sound background in outdoor leadership blended with a solid foundation of general education, business, and computer skills. Graduates are prepared for employment in the adventure tourism industry, therapeutic wilderness programs, specialized adventure/leadership programs, adventure programs for youth, challenge course industry, city, county, and state outdoor programs, public and private outdoor education centers, and private and public school outdoor programs.

## ***Curriculum Requirements\****

*[for associate degree, diploma, and certificate programs in accordance with 23 NCAC 02E.0204 (3)]*

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit (SHC)</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## *Major Hours*

*[ref. 23 NCAC 02E.0204 (3)]*

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** *(if applicable)*. A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### **Outdoor Leadership A55330**

	AAS	Diploma	Certificate
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b>	<b>38-40 SHC</b>	<b>NR</b>	<b>NR</b>
<b>Required Courses:</b>			
BUS 137 Principles of Management	3 SHC		
ODL 110 Introduction to Outdoor Leadership	3 SHC		
ODL 115 Methods of Experiential Education	3 SHC		
ODL 120 Challenge Course Facilitation	3 SHC		
ODL 125 Wilderness First Responder	4 SHC		
ODL 130 Water Based Activities I	3 SHC		
ODL 135 Land Based Activities I	3 SHC		
ODL 210 Water Based Activities II	3 SHC		
ODL 212 Land Based Activities II	3 SHC		
ODL 215 Administration & Policy of Public Lands	3 SHC		
ODL 220 Climbing	3 SHC		
ODL 228 Outdoor Leadership for Special Populations	3 SHC		
<b>Required Subject Areas:</b>			
<b>Technical Elective (Select one course from the following)</b>			
BUS 110 Introduction to Business	3 SHC		
MED 182 CPR, First Aid Emergency	2 SHC		
ODL 240 Pack Animals	2 SHC		
ODL 244 Caving	1 SHC		
ODL 250 Biking	1 SHC		
ODL 260 Challenge Course Management	3 SHC		
ODL 265 Raft Guide Training	1 SHC		
ODL 270 Swift Water Rescue	1 SHC		
ODL 280 Desert/Alpine Orientation	3 SHC		
<i>Continued on next page</i>			

**Outdoor Leadership (continued) A55330 (Continued)**

<p><b>B. CONCENTRATION</b> <i>(Not applicable)</i></p>			
<p><b>C. OTHER MAJOR HOURS</b>  <i>To be selected from the following prefixes:</i></p> <p>BUS, CIS, COE, EMS, MED, ODL, PED, REC, SEM, and WEB.</p> <p><i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i></p>			



**Building Sector**  
**Proposed New, Revised, Archived Courses**  
*(Requested Effective Term Fall 2013)*

Course Prefix/#	Current Course Title	Action	Request	Current Core Course
ARC - 112	Construction Materials and Methods	Revise	Revise course description Add student learning outcomes	A40100
ARC - 131	Building Codes	Revise	Revise course description Add student learning outcomes	None
BPR - 130	Blueprint Reading/Const	Revise	Change course name Change hours from 1-2-2 to 3-0-3 Change course description Add student learning outcomes	A35140 D35180 A35190 A35260 A3526A A3526B D35280 D35300 A50190 A50240
BTB - 101	Boat Building I	Revise	Revise course description Add student learning outcomes	D35120
BTB - 102	Boat Building II	Add SLO	Add student learning outcomes	D35120
BTB - 103	Yacht Joiner Practices I	Add SLO	Add student learning outcomes	D35120
BTB - 104	Yacht Joiner Practices II	Add SLO	Add student learning outcomes Editorial course revision	D35120
BTB - 105	Yacht Repair/Renovation	Revise	Revise course description Add student learning outcomes	D35120
BTB - 109	Yacht Rigging	Add SLO	Add student learning outcomes	D35120
CMT - 120	Codes and Inspections	Revise	Revise course description	na
CMT - 210	Construction Management Fund	Revise	Change course name Editorial course revision	A35190 A40370
CST - 241	Planning/Estimating I	Revise	Revise course description Add student learning outcomes	A35140 A35190
DFT - 100	Marine Drafting	Revise	Revise course description Add student learning outcomes	D35120
HOR - 160	Plant Materials I	Revise	Revise course description Add student learning outcomes	A15240 A1524A A40290
HOR 260	Plant Materials II	Revise	Revise course number to HOR 161 Revise course description Revise prerequisite Add student learning outcomes	A40290
HPT- 116	Historical Drafting	New	Created new course	na
HPT - 241	Historical Masonry	New	Created new course	na
HPT - 110	Hist & Cultural Landscapes	Revise	Add student learning outcomes Editorial course revision	A35110
HPT - 111	Prin of Hist Preservation	Revise	Add student learning outcomes Editorial course revision	A35110

Current courses are located in the Combined Course Library at: <http://www.nccommunitycolleges.edu/ccl.htm>.

<b>Course Prefix/#</b>	<b>Current Course Title</b>	<b>Action</b>	<b>Request</b>	<b>Core Course</b>
HPT - 133	Historic Bldg Analysis	<b>Revise</b>	Add student learning outcomes	A35110
HPT - 233	Hist Construction Methods	<b>Revise</b>	Add student learning outcomes Editorial course revision	A35110
HPT - 252	Recording Hist Properties	<b>Add SLO</b>	Add student learning outcomes	A35110
LAR - 111	Intro to Landscp Arc Tech	<b>Add SLO</b>	Add student learning outcomes	A40260 A40290
LAR - 112	Landscape Materials and Methods	<b>Add SLO</b>	Add student learning outcomes	A40260
LAR - 113	Res Landscape Design	<b>Add SLO</b>	Add student learning outcomes	A40260
LAR - 211	Commercial Site Design	<b>Add SLO</b>	Add student learning outcomes	A40260
LAR - 223	Land Design Project	<b>Add SLO</b>	Add student learning outcomes	A40260
LAR - 230	Prin of Exterior Planting	<b>Add SLO</b>	Add student learning outcomes	A40260 A40290
LAR - 231	Prin of Interior Planting	<b>Add SLO</b>	Add student learning outcomes	A40260 A40290
LID - 111	LID Design Principles	<b>Add SLO</b>	Add student learning outcomes	A40290
LID - 112	LID Practical Application	<b>Add SLO</b>	Add student learning outcomes	A40290
LID - 230	Impacted Site Remediation	<b>Add SLO</b>	Add student learning outcomes	A40290
LID - 240	Sustain Develop Design	<b>Add SLO</b>	Add student learning outcomes	A40290
SST-140	Green Building Concepts	<b>Revise</b>	Revise Course Title Revise Course Description Change hours from 1-3-2 to 3-0-3 Add student learning outcomes	A40370
WLD - 110	Cutting Processes	<b>Add SLO</b>	Add student learning outcomes	A60400 A5042A A50420
WLD - 115	SMAW (Stick) Plate	<b>Add SLO</b>	Add student learning outcomes	A50420 A5042A
WLD - 121	GMAW (MIG) FCAW/Plate	<b>Add SLO</b>	Add student learning outcomes	A50420 A5042A
WLD - 131	GTAW (TIG) Plate	<b>Add SLO</b>	Add student learning outcomes	A50420 A5042A
WLD - 141	Symbols & Specifications	<b>Add SLO</b>	Add student learning outcomes	A50420 A5042A

Current courses are located in the Combined Course Library at: <http://www.nccommunitycolleges.edu/ccl.htm>.

**Energy Sector**  
**Proposed New, Revise, Archived Courses**  
*(Requested Effective Semester Fall 2013)*

<b>Course Prefix/#</b>	<b>Current Course Title</b>	<b>Action</b>	<b>Request</b>	<b>Current Core Course</b>
AHR 110	Intro to Refrigeration	Add SLOs	Add student learning outcomes	A35100 A35200
AHR 111	HVACR Electricity	Add SLOs	Add student learning outcomes	A35100 A35200
AHR 112	Heating Technology	Add SLOs	Add student learning outcomes	A35100 A50190
AHR 113	Comfort Cooling	Add SLOs	Add student learning outcomes	A35100
AHR 114	Heat Pump Technology	Add SLOs	Add student learning outcomes	A35100
AHR 125	HVAC Electronics	Revise	Revise Prerequisite Revise Course Description	A35200
AHR 130	HVAC Controls	Revise	Revise Prerequisite	NA
AHR 211	Residential System Design	Add SLOs	Add student learning outcomes	A35100
AHR 212	Advanced Comfort Systems	Add SLOs	Add student learning outcomes	A35100
AHR 213	HVACR Building Code	New	Create New Course	NA
ALT 220	Photovoltaic Sys Tech	Revise	Revise prefix to ELC	A40370
ALT 221	Advanced PV System Design	Revise	Revise prefix to ELC	NA
ALT 230	Wind & Hydro Power Systems	Revise	Revised prefix/# to ELC 230	A20130
ARC 131	Building Codes	Revise	Revise Prerequisite	NA
BPR 111	Blueprint Reading	Revise	Revise Course Title Revise Course Description Add student learning outcomes	A50210 A50240 A50320 A5032A A5032C A5032D
CST 150	Building Science	New	Create New Course	NA
ELC 112	DC/AC Electricity	Revise	Revise Course Description Add student learning outcomes	A35210 A35220 A40350 A50100 A50130 A50240
ELC 113	Basic Wiring I	Revise	Changed Course Name Revise Course Description Add student learning outcomes	A35220 A50190
ELC 114	Basic Wiring II	Revise	Changed Course Name Revise Course Description Add student learning outcomes	A50190
ELC 115	Industrial Wiring	Add SLOs	Add student learning outcomes	A35220

Current courses are located in the Combined Course Library at: <http://www.nccommunitycolleges.edu/ccl.htm>.

<b>Course Prefix/#</b>	<b>Current Course Title</b>	<b>Action</b>	<b>Request</b>	<b>Current Core Course</b>
ELC 117	Motors and Controls	Add SLOs	Add student learning outcomes	A35220 A40130 A40350
ELC 128	Intro to PLC	Revise	Revise Course Description Add student learning outcomes	A35220 A40130 A40200 A40350
ELC 131	DC/AC Circuit Analysis	Revise	Revise Course Title Change hours from 4-3-5 to 3-3-4 Add student learning outcomes	A35220 A40120 A40130 A40160 A40180 A40200 A40280 A40320 A40400 A50100 A50240
ELC 131A	DC/AC Circuit Analy Lab	Revise	Revise Course Title	NA
ELC 132	Electrical Drawings	Revise	Revise Course Description	A40350
ELC 138	DC Circuit Analysis	Revise	Change hours from 2-3-3 to 3-3-4 Add student learning outcomes	A35220 A40130 A40160 A40180 A40200 A40350 A40400
ELC 139	AC Circuit Analysis	Revise	Change hours from 2-3-3 to 3-3-4 Add student learning outcomes	A35200 A40130 A40160 A40180 A40200 A40350 A40400
ELN 229	Industrial Electronics	Revise	Revise Course Description Add student learning outcomes	A35220
HYD 110	Hydraulics / Pneumatics I	Add SLOs	Add student learning outcomes	A40120 A40130 A40320 A40350 A50240 A50460

Current courses are located in the Combined Course Library at: <http://www.nccommunitycolleges.edu/ccl.htm>.

<b>Course Prefix/#</b>	<b>Current Course Title</b>	<b>Action</b>	<b>Request</b>	<b>Current Core Course</b>
ISC 112	Industrial Safety	Revise	Revise Course Description Add student learning outcomes	A20140 A2014A A2014B A2014C A40130 A40240 A40320 A40350 A50130 A50240 A50260 A50320 A5032A A5032C A5032D A50450 A50460
MNT 110	Intro to Maintenance Procedures	Add SLOs	Add student learning outcomes	A50190 A50240
SST 140	Green Building Concepts	Revise	Revise Course Title Revise Course Description Change hours from 1-3-2 to 3-0-3 Add student learning outcomes	A40370

**Engineering Technologies Sector**  
**Proposed New, Revise, Archive Courses**  
*(Requested Effective Semester Fall 2013)*

<b>Course Prefix/#</b>	<b>Current Course Title</b>	<b>Action</b>	<b>Request</b>	<b>Current Core Course</b>
ATR 111	Automation Systems	Archive	Obsolete-No replacement	NA
ATR 112	Intro to Automation	Revise	Revise Course Description	A40120 A40130 A40200 A40320 A40350 A50460
ATR 121	Intro to Machine Vision	New	Create New Course	NA
ATR 131	Model-Based Design	New	Create New Course	NA
ATR 141	Smart Grid Technology	New	Create New Course	NA
ATR 211	Robot Programming	Revise	Revise Course Description	A40120
ATR 212	Industrial Robots	Revise	Revise Course Description	NA
ATR 218	Comp Intg Manufacturing	Revise	Revise Course Title	A40120
ATR 219	Auto Sys Troubleshooting	Revise	Revise Course Title	NA
ATR 281	Automation Robotics	Revise	Revise Course Title	NA
ATR 282	Robotics and CIM	Revise	Revise Course Description	NA
BAT 111	Building Automation Systems	New	Create New Course	NA
BAT 121	Integrated Multimedia Systems	New	Create New Course	NA
BAT 131	Fire Control System Automation	New	Create New Course	NA
BAT 141	Security System Fundamentals	New	Create New Course	NA
BAT 251	Building Automation Controls	New	Create New Course	NA
BPR 111	Blueprint Reading	Revise	Revise Course Title Revise Course Description Add student learning outcomes	A50210 A50240 A50320 A5032A A5032C A5032D
CEG 111	Intro to GIS and GNSS	New	Create New Course	NA
CEG 115	Intro to Tech & Sustainability	New	Create New Course	NA
CEG115A	Tech & Sustainability Lab	New	Create New Course	NA
CEG 151	CAD for Engineering Technology	New	Create New Course	NA
CEG 210	Construction Mtls & Methods	New	Replaces CIV 210	NA
CEG 211	Hydrology & Erosion Control	New	Replaces CIV 211	NA
CEG 212	Intro to Environmental Tech	New	Replaces CIV 212	NA
CEG 230	Subdivision Planning & Design	New	Replaces SRV 230	NA
CEG 235	Project Management & Estimating	New	Create New Course	NA

Course Prefix/#	Current Course Title	Action	Request	Current Core Course
CIV 110	Statics/Strength of Mater	Archive	Replace with EGR 250	A40140 A40320 A40370 A40380
CIV 111	Soils and Foundations	Revise	Change hours from 2-3-3 to 2-4-4 Revise Prerequisites	A40140 A40370 A40380
CIV 115	Geotechnical Engineering	Revise	Revise Prerequisites	A40370
CIV 210	Engineering Materials	Archive	Replace with CEG 210	A40140
CIV 211	Hydraulics and Hydrology	Archive	Replace with CEG 211	A40140 A40370 A40380
CIV 212	Environmental Planning	Archive	Replace with CEG 212	NA
CIV 215	Highway Technology	Revise	Change hours from 1-3-2 to 2-3-3 Revise Prerequisites Revise Course Description	NA
CIV 220	Basic Structural Concepts	Revise	Revise Prerequisites	NA
CIV 221	Steel and Timber Design	Revise	Revise Prerequisites Revise Course Description	NA
CIV 222	Reinforced Concrete	Revise	Revise Prerequisites Revise Course Description	NA
EGR 120	Eng and Design Graphics	Add SLOs	Add Student Learning Outcomes	A40320 A40350 A50320 A5032A A5032C
EGR 131	Intro to Electronics Tech	Revise	Revise Course Description	NA
EGR 280	Tech Proj Documentation	Archive	Obsolete-No replacement	NA
ELC 110	Telecom Circuits/Devices	Archive	Obsolete-No replacement	A40400
ELC 112	DC/AC Electricity	Revise	Revise Course Description Add Student Learning Outcomes	A35100 A35210 A35220 A40350 A50100 A50130 A50240
ELC 131	DC/AC Circuit Analysis	Revise	Revise Course Title Change hours from 4-3-5 to 3-3-4 Add Student Learning Outcomes	A35220 A40120 A40130 A40160 A40180 A40200 A40280 A40320 A40400 A50100 A50240
ELC 131A	DC/AC Circuit Analy. Lab	Revise	Revise Course Title	NA

Course Prefix/#	Current Course Title	Action	Request	Current Core Course
ELC 133	Adv Circuit Analysis	Revise	Revise Course Title Revise Course Description Change hours from 2-3-3 to 3-3-4	NA
ELC 138	DC Circuit Analysis	Revise	Change hours from 2-3-3 to 3-3-4 Add Student Learning Outcomes	A35220 A40130 A40160 A40180 A40200 A40350 A40400
ELC 139	AC Circuit Analysis	Revise	Change hours from 2-3-3 to 3-3-4 Add Student Learning Outcomes	A35220 A40130 A40160 A40180 A40200 A40350 A40400
ELC 144	OTDR Operation	Archive	Obsolete-No replacement	NA
ELC 240	Heavy Construction Wiring	Archive	Obsolete-No replacement	NA
ELC 241	Elec System Commissioning	Archive	Obsolete-No replacement	NA
ELN 131	Semiconductor Applications	Revise	Revise Course Title Add Student Learning Outcomes Revise Course Description	A35220 A40120 A40130 A40160 A40180 A40200 A40280 A50100
ELN 132	Linear IC Applications	Revise	Revise Course Title Revise Course Description	A40280
ELN 133	Digital Electronics	Revise	Add Student Learning Outcomes Change Course Description	A40120 A40160 A40180 A40200 A40280 A40400 A50100
ELN 133A	Digital Fundamentals Lab	Revise	Revise Course Title Revise Course Description	NA
ELN 136	Telecom Digital Systems	Archive	Obsolete-No replacement	NA
ELN 140	Semiconductor Devices	Archive	Obsolete-No replacement	NA
ELN 141	Digital Fundamentals	Archive	Obsolete-No replacement	NA
ELN 142	Video Systems	Archive	Obsolete-No replacement	NA
ELN 143	Television Servicing	Archive	Obsolete-No replacement	NA
ELN 144	Video Recording Systems	Archive	Obsolete-No replacement	NA
ELN 154	Intro to Data Comm	Archive	Obsolete-No replacement	NA
ELN 210	Intro to Microelectronics	Archive	Obsolete-No replacement	A40200
ELN 220	Semiconductor Analysis	Archive	Obsolete-No replacement	NA
ELN 225	Microprocessing Design	Archive	Obsolete-No replacement	NA



Course Prefix/#	Current Course Title	Action	Request	Current Core Course
ELN 245	Computer Peripherals	Archive	Obsolete-No replacement	NA
ELN 248	Analog Communication	Archive	Obsolete-No replacement	NA
ELN 250	Intro to Telecom	Archive	Obsolete-No replacement	NA
ELN 251	Advanced Telecom	Archive	Obsolete-No replacement	NA
ELN 252	Intro to Comm Protocols	Archive	Obsolete-No replacement	NA
ELN 254	Adv Data Communication	Archive	Obsolete-No replacement	NA
ELN 276	Electr Troubleshooting	Archive	Obsolete-No replacement	NA
ENV 226	Environmental Law	Revise	Revise Prerequisites	NA
HYD 180	Pneumatics in Automation	Revise	Revise Course Title Changed Course Description	NA
ISC 128	Industrial Leadership	Archive	Replace with Revised Version of ISC 135	A40240 A50260 A50320 A5032A A5032C A5032D
ISC 132	Mfg Quality Control	Add SLOs	Add Student Learning Outcomes	A2512G A40240 A40320 A50260 A50320 A5032A A5032C A5032D
ISC 133	Mfg Management Practices	Archive	Replace with Revised Version of ISC 135	A50260 A50320 A5032A A5032C A5032D
ISC 135	Principles of Industrial Mgmt	Revise	Change hours from 3-0-0 to 4-0-4 Revise Course Description Add Student Learning Outcomes <i>Revised Course will Replace ISC 128 and ISC 133</i>	A25170 A40240 A50260
ISC 233	Industrial Org & Mgmt	Revise	Revise Prerequisites	A50260
ISC 270	Quality Systems Elements	Archive	Replace with ISC 272	NA
ISC 272	Quality Mgmt Concepts	Revise	Change hours from 2-0-2 to 2-3-3	NA
ISC 275	Auditing Quality Systems	Archive	Replace with ISC 272	NA
LEO 160	Electro Optics & Lasers	Archive	Obsolete-No replacement	NA
LEO 170	Basic Laser/Optics	Archive	Obsolete-No replacement	NA
LEO 211	Photonics Technology	Revise	Revise Prerequisites	A40280
LEO 212	Photonics Applications	Revise	Revise Corequisite	A40280
LEO 215	Laser Systems App	Archive	Obsolete-No replacement	NA
LEO 270	Laser Technology	Archive	Obsolete-No replacement	NA
MEC 115	Mfg Tooling Maintenance	Archive	Obsolete-No replacement	A5032C
MEC 125	Non-Machining Mfg Processes	Archive	Obsolete-No replacement	NA
MEC 141	Intro Mfg Processes	Archive	Obsolete-No replacement	NA

Course Prefix/#	Current Course Title	Action	Request	Current Core Course
MEC 145	Mfg Materials I	Add SLOs	Add Student Learning Outcomes	A40240 A40320 A50260 A50320 A5032A A5032C A5032D
MEC 150	Intro Auto Mfg Contr Sys	Archive	Obsolete-No replacement	A5032C
MEC 161	Manufacturing Processes I	Add SLOs	Add Student Learning Outcomes	A40240 A40320
MEC 165	Fabrication Techniques	Archive	Obsolete-No replacement	NA
MEC 175	Equipment Installation	Archive	Obsolete-No replacement	NA
MEC 180	Engineering Materials	Add SLOs	Add Student Learning Outcomes	A40320 A50320 A5032A A5032C A5032D A50340
MEC 211	Engineering Mats & Testing	Archive	Obsolete-No replacement	NA
MEC 236	Regional Mfg	Archive	Obsolete-No replacement	NA
MEC 237	Inst and Control Systems	Archive	Obsolete-No replacement	NA
MEC 240	Mechanical Install I	Archive	Obsolete-No replacement	NA
MEC 241	Mechanical Install II	Archive	Obsolete-No replacement	NA
MEC 242	Value/Supply Chain Mgmt	Archive	Obsolete-No replacement	A40240 A50260
MEC 245	Mfg Materials II	Archive	Obsolete-No replacement	NA
MEC 250	Statics & Strength of Mat	Revise	Change prefix from MEC to EGR Add Student Learning Outcomes <i>Replaces CIV 110 and MEC 250</i>	A40140 A40320 A40370
MEC 251	Statics	Revise	Change prefix from MEC to EGR Add Student Learning Outcomes <i>Replaces MEC 251</i>	A40320
MEC 252	Strength of Materials	Revise	Change prefix from MEC to EGR Change prerequisite prefix to EGR Add Student Learning Outcomes <i>Replaces MEC 252</i>	NA
MEC 265	Fluid Mechanics	Add SLOs	Add Student Learning Outcomes	A40320 A40350
MEC 272	Dynamics	Archive	Obsolete-No replacement	NA
MEC 273	Manufacturing Regs	Archive	Obsolete-No replacement	NA
MEC 281	Electronic Mfg Processes	Archive	Obsolete-No replacement	NA
MEC 283	Introduction to CAM	Archive	Obsolete-No replacement	NA
MEC 287	Applied Mfg Operations	Archive	Obsolete-No replacement	A5032C
MEC 288	Mfg Eng R&D Project	Archive	Obsolete-No replacement	NA
MEC 289	Reengineering	Archive	Obsolete-No replacement	NA
PLA 115	Polymer Processing	Archive	Obsolete-No replacement	A5032A
PLA 210	Mold Maintenance/Design	Archive	Obsolete-No replacement	A5032A
PLA 215	Polymeric Materials	Archive	Obsolete-No replacement	A5032A

<b>Course Prefix/#</b>	<b>Current Course Title</b>	<b>Action</b>	<b>Request</b>	<b>Current Core Course</b>
PLA 220	Moldflow	Archive	Obsolete-No replacement	NA
PLA 225	Extrusion	Archive	Obsolete-No replacement	NA
SRV 110	Surveying I	Revise	Revise Corequisites Revise Course Description Add Student Learning Outcomes	A40140 A40370 A40380
SRV 211	Intro to Hydrology	Archive	Replace with CEG 211	A40380
SRV 230	Subdivision Planning	Archive	Replace with CEG 230	A40380

**Environment Sector**  
**Proposed New, Revise, Archived Courses**  
*(Requested Effective Term 2013)*

<b>Course Prefix/#</b>	<b>Current Course Title</b>	<b>Action</b>	<b>Request</b>	<b>Current Core Course</b>
ACM 110	Introduction to Animal Care	<b>Add SLO</b>	Add student learning outcomes	A55100
ACM 111	Health Care for Animals	<b>Add SLO</b>	Add student learning outcomes	A55100
ACM 112	Facility Management	<b>Revise</b>	Add student learning outcomes Revise course description	A55100
ACM 113	Animal Handling	<b>Add SLO</b>	Add student learning outcomes	A55100
ACM 210	Law Pertaining to Animals	<b>Add SLO</b>	Add student learning outcomes	A55100
ACM 211	Applied Animal Behavior	<b>Add SLO</b>	Add student learning outcomes	A55100
ACM 212	Community Health	<b>Add SLO</b>	Add student learning outcomes	A55100
ACM 213	Euthanasia	<b>Revise</b>	Add student learning outcomes Revise course description	A55100
AGR 120	Pesticide Use & Handling	<b>Archive</b>	Course being consolidated into AGR 140	A15100 A1542A
AGR 121	Biological Pest Management	<b>Add SLO</b>	Add student learning outcomes	A15410
AGR 139	Intro to Sustainable Ag	<b>Add SLO</b>	Add student learning outcomes	A15410
AGR 140	Agricultural Chemicals	<b>Revise</b>	Add student learning outcomes Revise course description	A15100 A1542A
AGR 170	Soil Science	<b>Revise</b>	Add student learning outcomes Revise course description	A15100 A15410 A1542A A20110
AGR 214	Agricultural Marketing	<b>Revise</b>	Add student learning outcomes Revise course description	A15100
ANS 110	Animal Science	<b>Revise</b>	Add student learning outcomes Revise course description	A15100 A15280 A1528A A1528B A20110
ANS 115	Animal Feeds and Nutrition	<b>Revise</b>	Add student learning outcomes Revise course description	A15280 A1528A A1528B
ANS 120	Beef Production	<b>Revise</b>	Add student learning outcomes Revise course description	A15280 A1528A A1528B
ANS 130	Poultry Production	<b>Revise</b>	Add student learning outcomes Revise course description	A15280 A1528A A1528B A50370
ANS 140	Swine Production	<b>Revise</b>	Add student learning outcomes Revise course description	A15280 A1528A A1528B
ANS 150	Animal Health Management	<b>Revise</b>	Add student learning outcomes Revise course description	A15280 A1528A A1528B A20110
AQU 111	Aquaculture I	<b>Add SLO</b>	Add student learning outcomes	A15120
AQU 112	Aquaculture II	<b>Add SLO</b>	Add student learning outcomes	A15120

<b>Course Prefix/#</b>	<b>Current Course Title</b>	<b>Action</b>	<b>Request</b>	<b>Current Core Course</b>
AQU 120	Aquabusiness	<b>Add SLO</b>	Add student learning outcomes	na
AQU 162	Aquaculture Practicum II	<b>Revise</b>	Revise pre-requisite	na
AQU 210	Limnology & Water Quality	<b>Add SLO</b>	Add student learning outcomes	A15120
AQU 220	Aquaculture Facilitites	<b>Add SLO</b>	Add student learning outcomes	na
AQU 255	Invertebrate Culture	<b>Revise</b>	Revise pre-requisite	na
AQU 260	Aquariology	<b>Revise</b>	Add student learning outcomes Revise pre-requisite	na
AQU 270	Water Gardens	<b>Add SLO</b>	Add student learning outcomes	A15120
AQU 280	Aquaculture Project	<b>New</b>	New course Add student learning outcomes	na
BTC 181	Basic Laboratory Techniques	<b>Revise</b>	Add student learning outcomes Revise course description	A20100 A50110
BTC 250	Principles of Genetics	<b>Add SLO</b>	Add student learning outcomes	na
BTC 275	Industrial Microbiology	<b>Add SLO</b>	Add student learning outcomes Revise course description	na
BTC 288	Biotech Lab Experience	<b>Add SLO</b>	Add student learning outcomes	A20110
ENV 110	Environmental Science	<b>Revise</b>	Add student learning outcomes Revise course description	A15310 A20140 A2014A A2014B A2014C A40370
ENV 210	Management of Waste	<b>Revise</b>	Add student learning outcomes Revise pre-requisite	na
ENV 214	Water Quality	<b>Revise</b>	Add student learning outcomes Revise pre-requisite	na
ENV 218	Environmental Health	<b>Revise</b>	Add student learning outcomes Revise pre-requisite	A20140 A2014A A2014B A2014C
EQU 111	Horse Science I	<b>Revise</b>	Add student learning outcomes Revise course description	A15140
EQU 112	Horse Science II	<b>Revise</b>	Add student learning outcomes Revise course description Revise pre-requisite	A15140
EQU 120	Horsemanship I	<b>Revise</b>	Add student learning outcomes Revise course description Change course title	A15140
EQU 121	Horsemanship II	<b>Revise</b>	Revise course description Change course title	na
EQU 140	Equine Evaluation I	<b>Revise</b>	Revise course description Change course title	na
EQU 150	Equine Nutrition	<b>Add SLO</b>	Add student learning outcomes	A15140
EQU 211	Horse Farm Management I	<b>Revise</b>	Add student learning outcomes Revise course description	A15140
EQU 212	Horse Farm Management II	<b>Revise</b>	Add student learning outcomes Revise course description	A15140
EQU 220	Horse Training I	<b>Revise</b>	Revise course description Change course title	na
EQU 221	Horse Training II	<b>Revise</b>	Revise course description Change course title	na

<b>Course Prefix/#</b>	<b>Current Course Title</b>	<b>Action</b>	<b>Request</b>	<b>Current Core Course</b>
EQU 240	Equine Evaluation II	<b>Revise</b>	Revise course description Change course title	na
EQU 241	Equine Reproduction	<b>Revise</b>	Add student learning outcomes Revise course description Change course title	A15140
EQU 260	Basic Colt Training	<b>Revise</b>	Revise course description Change course title Change prerequisites Change corequisites	A15140
EQU 270	Equine Business Law	<b>Add SLO</b>	Add student learning outcomes	A15140
FOR 121	Dendrology	<b>Add SLO</b>	Add student learning outcomes	A15160 A15200 A15360 A40290
FOR 131	Forest Measurements	<b>Add SLO</b>	Add student learning outcomes	A15200
FOR 212	Forest Survey and Aerial Interpr	<b>Add SLO</b>	Add student learning outcomes	na
FOR 215	Intro to GIS/GPS	<b>Add SLO</b>	Add student learning outcomes	A40290
FOR 225	Silvics & Silviculture	<b>Add SLO</b>	Add student learning outcomes	A15200
HOR 112	Landscape Design I	<b>Revise</b>	Add student learning outcomes Revise course description	A40290
HOR 160	Plant Materials I	<b>Revise</b>	Add student learning outcomes Revise course description	A15240 A1524A A40290
HOR 260	Plant Materials II	<b>Revise</b>	Revise course number to HOR 161 Revise course description Revise prerequisite Add student learning outcomes	A40290
HOR 164	Hort Pest Management	<b>Revise</b>	Add student learning outcomes Revise course description	A15100 A15240 A1524A
HOR 166	Soils & Fertilizers	<b>Revise</b>	Add student learning outcomes Revise course description	A15100 A15240 A1524A A15420 A20110 A40290
LBT 110	Laboratory Methods I	<b>Revise</b>	Revise prerequisite	A20160
LSG 111	Basic Landscape Technique	<b>Revise</b>	Add student learning outcomes Revise course description Change course hours	A15260
MSC 122	Boat Handling/Seamanship	<b>Add SLO</b>	Add student learning outcomes	A15310 A15320
MSC 124	Industrial Skill	<b>Add SLO</b>	Add student learning outcomes	A15320
MSC 132	Fishing Gear Tech I	<b>Add SLO</b>	Add student learning outcomes	A15320
MSC 150	Marine Navigation	<b>Add SLO</b>	Add student learning outcomes	A15310 A15320
MSC 160	Oceanography	<b>Add SLO</b>	Add student learning outcomes	A15320
MSC 180	Water Analysis	<b>Add SLO</b>	Add student learning outcomes	A15310 A15320

<b>Course Prefix/#</b>	<b>Current Course Title</b>	<b>Action</b>	<b>Request</b>	<b>Current Core Course</b>
MSC 276	Marine Vertebrate Zoology	<b>Add SLO</b>	Add student learning outcomes	A15320
ODL 110	Introduction to Outdoor Leadership	<b>Add SLO</b>	Add student learning outcomes	A55330
ODL 115	Methods of Experimental Ed	<b>Add SLO</b>	Add student learning outcomes	A55330
ODL 120	Challenge Course Facilitation	<b>Add SLO</b>	Add student learning outcomes	A55330
ODL 125	Wilderness First Responder	<b>Add SLO</b>	Add student learning outcomes	A55330
ODL 130	Water Based Activities I	<b>Add SLO</b>	Add student learning outcomes	A55330
ODL 135	Land Based Activities I	<b>Add SLO</b>	Add student learning outcomes	A55330
ODL 210	Water Based Activities II	<b>Add SLO</b>	Add student learning outcomes Editorial revision to course description	A55330
ODL 212	Land Based Activities II	<b>Add SLO</b>	Add student learning outcomes	A55330
ODL 215	Administration & Policy of Public Lands	<b>Add SLO</b>	Add student learning outcomes	A55330
ODL 220	Climbing	<b>Add SLO</b>	Add student learning outcomes	A55330
ODL 228	Outdoor Leadership for Special Populations	<b>Add SLO</b>	Add student learning outcomes	A55330
TRF 110	Intro to Turfgrass Cult & ID	<b>Revise</b>	Add student learning outcomes Revise course description	D15210 A15260 A15420 A1542A A15260
TRF 120	Turf Irrigation and Design	<b>Revise</b>	Add student learning outcomes Revise course description	A15420 A1542A
TRF 151	Intro to Landscape Design	<b>Revise</b>	Add student learning outcomes Revise course description	na
TRF 240	Turfgrass Pest Control	<b>Revise</b>	Add student learning outcomes Revise course description	A15420 A1542A
VEN 133	Intro to Winemaking	<b>Add SLO</b>	Add student learning outcomes	A15430
VEN 135	Intro to Viticulture	<b>Add SLO</b>	Add student learning outcomes	A15430
VEN 138	Vineyard Estab & Design	<b>Add SLO</b>	Add student learning outcomes	A15430
VEN 238	Grapevine Pest, Diseases and Disorders	<b>Revise</b>	Add student learning outcomes Revise course description	A15430
WAT 110	Basic Wastewater Treatment	<b>Add SLO</b>	Add student learning outcomes	na
ZAS 112	Intro to Zoo and Aquarium Science	<b>Revise</b>	Add student learning outcomes Change course title Revise course description	A20220
ZAS 113	Animal Exhibits	<b>Revise</b>	Add student learning outcomes Revise course description	A20220
ZAS 120	Zoonotic Diseases	<b>Add SLO</b>	Add student learning outcomes	na
ZAS 250	Applied Zoo and Aquarium Management	<b>Revise</b>	Change course title Revise course description	na

**Transportation Sector**  
**Proposed New, Revised, Archive Courses**  
*(Requested Effective Term Fall 2013)*

<b>Course Prefix/#</b>	<b>Current Course Title</b>	<b>Action</b>	<b>Request</b>	<b>Current Core Course</b>
ARS 101	Intro to Auto Restoration	Archive	Replace with TRN 110	D60140
ARS 102	Auto Restoration Research	Revise	Change Course Number to Reflect AAS Level	D60140
ARS 103	Automobile Upholstery	Revise	Change Course Number to Reflect AAS Level	D60140
ARS 104	Restoration Skills I	Revise	Change Course Number to Reflect AAS Level	D60140
ARS 105	Restoration Skills II	Revise	Change Course Number to Reflect AAS Level	NA
ARS 106	Restoration Skills III	Revise	Change Course Number to Reflect AAS Level	NA
ARS 107	Automotive Engines	Revise	Change Course Number to Reflect AAS Level	D60140
ARS 108	Wood & Metal Restoration	Revise	Change Course Number to Reflect AAS Level	D60140
ARS 134	Auto Restoration Welding	Archive	Replace with TRN 180 and TRN 180A	D60140
ARS 161	Electrical Systems Fund	Archive	Replace with TRN 120	D60140
ATT 115	Green Trans Safety and Service	New	Create New Course	NA
ATT 125	Hybrid-Electric Transportation	New	Create New Course	NA
ATT 130	Biofuels for Transp	New	Create New Course	NA
ATT 135	Gaseous Fuels for Transp	New	Create New Course	NA
ATT 140	Emerging Transp Tech	New	Create New Course	NA
ATT 150	Sustainable Transp Tech	New	Create New Course	NA
AUB 134	Autobody MIG Welding	Archive	Replace with TRN 180 and TRN 180A	A60130
AUC 110	Intro to Auto Customizing	Archive	Replace with TRN 110	A60190
AUT 110	Intro to Auto Technology	Archive	Replace with TRN 110	NA
AUT 161	Basic Auto Electricity	Archive	Replace with TRN 120	A60130 D60140 A60160
AUT 171	Auto Climate Control	Archive	Replace with TRN 140 and TRN 140A	A60130
AUT 186	PC Skills for Auto Techs	Archive	Replace with TRN 170	NA
AUT 283	Adv Auto Electronics	Archive	Replace with TRN 145	NA
AUT 284	Emerging Auto Technologies	Archive	Replace with ATT 140	NA



<b>Course Prefix/#</b>	<b>Current Course Title</b>	<b>Action</b>	<b>Request</b>	<b>Current Core Course</b>
AUT 285	Intro to Alternative Fuels	Archive	Replace with TRN 130	NA
HET 112	Diesel Electrical Systems	Archive	Replace with TRN 120	A60240 A6024A A6024B A6024C
HET 116	Air Condit. / Diesel Equip	Archive	Replace with TRN 140	A60240 A6024A A6024B A6024C
HET 116A	Air Condit. / Diesel Equip Lab	Archive	Replace with TRN 140A	NA
HET 118	Mechanical Orientation	Archive	Replace with TRN 110	NA
HET 120	Intro to Mobile Equipment	Archive	Replace with TRN 110	NA
HET 121	Marine Engines	Archive	Replace with MRN 121	A6024C
HET 127	Shop Rules & Regulations	Archive	Replace with TRN 110	NA
HET 134	Mechanical Fuel Injection	Revise	Revise Course Description Change hours from 2-2-3 to 2-3-3 Change Course Title	A60240 A6024A A6024B A6024C
HET 145	Marine Electricity	Archive	Replace with MRN 150	A6024C
HET 147	Marine Power Trains	Archive	Replace with MRN 147	A6024C
HET 211	Agric. Harvesting Equip	Archive	Replace with PME 111	A6024A
LDD 112	Intro Light-Duty Diesel	New	Create New Course	NA
LDD 116	Diesel Electric-Drive	New	Create New Course	NA
LDD 181	LDD Fuel Systems	New	Create New Course	NA
LDD 183	Air, Exh, Emissions	New	Create New Course	NA
LDD 284	LDD Test and Diagnosis	New	Create New Course	NA
MCM 101	Intro to Motorcycle Mech	Revise	Change Course Number to Reflect AAS Level Change Course Title	NA
MCM 102	Motorcycle Engines	Revise	Change Course Number to Reflect AAS Level	D60260
MCM 103	Motorcycle Elect Systems	Archive	Replace with TRN 120	D60260
MCM 104	Motorcycle Fuel Systems	Revise	Change Course Number to Reflect AAS Level	NA
MCM 105	Motorcycle Chassis	Revise	Change Course Number to Reflect AAS Level	D60260
MCM 106	Troubleshooting	Revise	Change Course Number to Reflect AAS Level	NA
MRN 121	Marine Engines	New	Create New Course	NA
MRN 147	Marine Power Trains	New	Create New Course	NA
MRN 150	Adv Marine Electrical Sys	New	Create New Course	NA
PME 111	Planters and Sprayers	Revise	Change Course Name Revise Course Description	A6024A

<b>Course Prefix/#</b>	<b>Current Course Title</b>	<b>Action</b>	<b>Request</b>	<b>Current Core Course</b>
PME 112	Consumer Products	Revise	Change hours from 3-2-4 to 1-2-2 Revise Course Description	A6024A
PME 113	Constr Equipment Repair	Archive	Replace with TRN 110	A6024B
PME 121	Component Controls	Revise	Change hours from 2-2-3 to 1-3-2 Revise Course Description	A6024A
PME 122	AG Telematics	New	Create New Course	NA
RVM 110	Introduction to RV	Archive	Replace with TRN 110	D60310
RVM 125	RV Electrical Systems	Archive	Replace with TRN 120	D60310
RVM 150	Air Conditioning Systems	Archive	Replace with TRN 140 and TRN 140A	D60310
TRN 110	Intro to Transport Tech	New	Create New Course	NA
TRN 120	Basic Transp Electricity	New	Create New Course	NA
TRN 120A	Basic Transp Electrical Lab	New	Create New Course	NA
TRN 130	Intro to Sustainable Transp	New	Create New Course	NA
TRN 140	Transp Climate Control	New	Create New Course	NA
TRN 140A	Transp Climate Cont Lab	New	Create New Course	NA
TRN 145	Adv Transp Electronics	New	Create New Course	NA
TRN 170	PC Skills for Transp	New	Create New Course	NA
TRN 180	Basic Welding for Transp	New	Create New Course	NA
TRN 180A	Basic Welding for Transp Lab	New	Create New Course	NA

*Definition of New Prefixes:*

*ATT - Alternative Transportation Technology*

*MRN - Marine*

*LDD - Light Duty Diesel*

**CURRICULUM PROCEDURES REFERENCE MANUAL**

**SECTION 15**

**Curriculum Review Committee**

**Procedures**

Revised  
May 29, 2012

# **Curriculum Review Committee Procedures**

## **Assumptions and Philosophy**

### **Purpose**

The Curriculum Review Committee (CRC) is committed to maintaining and sustaining the viability of the Combined Course Library (CCL). The CRC recognizes a responsibility for ensuring that colleges maximize use of the CCL and limit the proliferation of courses throughout the system. The CRC has the authority for approving changes, additions, and deletions to the CCL.

### **Objectives**

The CRC discusses issues associated with college requests for changes, deletions, and/or additions to the CCL before taking action. As a decision-making body, committee members strive to achieve consensus, rather than simple majority vote. If a clear division among committee members occurs during a vote, discussion continues until a decision is reached that all members can accept and understand. The committee strives to identify existing alternative solutions when requests are denied. CRC members are dedicated to increasing the degree of flexibility available to individual colleges, i.e., use of local prerequisites in lieu of system-imposed prerequisites.

## **Procedures**

### **Curriculum Review Committee**

A Curriculum Review Committee was established to oversee the maintenance and revision of the North Carolina Community College System (NCCCS) Combined Course Library.

The committee will normally be composed of ten community college administrators and two presidents. The chairperson of the North Carolina Association of Community College Instructional Administrators (NCACCIA) will submit nominations to the Vice President for Academic and Student Services, who will appoint ten college administrators to the committee. The Presidents Association will appoint two members to the committee.

- (1) The committee members will be selected to represent system demographics based on the college's size, location and service area (rural/urban).
- (2) The committee members will serve three-year terms with four of the members rotating off each year, effective January 1, 2005. The current CRC members are listed in Attachment 1.
- (3) The Associate Vice President, Student Learning and Success, at the System Office will also serve on the committee, as a non-voting member.

If committee members are unable to fulfill their obligations/terms, then the chairperson of the NCACCIA or the president of the Presidents Association will submit nominations to the Senior Vice President/Chief Academic Officer for Academic and Student Services, who will appoint new members to the committee. The duration of this interim appointment is based on the original committee member's term.

The committee normally meets three times a year. Meeting and submission dates are identified in Attachment 2.

### **Role of System Office Staff**

College requests are submitted through the office of the Senior Vice President/Chief Academic Officer for Academic and Student Services.

System Office Staff has the following responsibilities related to the CRC meeting:

- (1) Consult with the requesting college to assist in preparation of the request (before and/or after the formal submission of the request).
- (2) Send the request to applicable colleges for a formal vote.
- (3) Take immediate action on requests limited to addition/revision of Student Learning Outcomes if a 2/3 favorable vote is received and prepare a record as an information item for the CRC.
- (4) Prepare an analysis of each request requiring CRC action.
- (5) Present the requests at the CRC meeting, answering CRC members' questions and providing additional information, as needed.
- (6) Notify colleges of the results of the CRC meeting.
- (7) Coordinate applicable curriculum standard revisions by the State Board of Community Colleges or the Senior Vice President/Chief Academic Officer for Academic and Student Services, as appropriate.
- (8) Enter courses and curriculum standards information into appropriate electronic databases and post the information to the NCCCS website.

System Office staff may submit requests for consideration by the CRC. These requests may include, but are not limited to, compliance issues and editorial revisions that do not require decision by the colleges offering the course.

### **New Course Approvals**

Colleges may submit requests for new CCL course approvals using Form 15-1 (Attachment 3). "New courses" are courses which are not currently in the CCL. The submission schedule for colleges is identified in Attachment 2. The CRC will review the requests to add new courses to the CCL.

A college will receive official notification from the System Office that its request for a new course has been received and the request will be submitted to the CRC at the next scheduled meeting.

The CRC will approve the appropriate areas of General Education, Major Hours, or Other Required Hours for the new course.

The State Board will act upon new courses that are included in applications for curriculum programs new to the System. The System Office will notify colleges of the State Board actions.

### **Revision of CCL Courses**

Colleges may submit requests for revisions to CCL courses using Form 15-2 (Attachment 4). The submission schedule for colleges is identified in Attachment 2. The CRC will review the requests to revise CCL courses.

Requests received after the due dates will be acknowledged and placed on the agenda for the next meeting. The revisions are effective one year following the approval by the CRC. Colleges may request earlier implementation. The request along with the rationale should be included with the request.

The proposed revision will be reviewed by all colleges which list the course on an approved program of study, and a **two-thirds majority vote** of colleges that have approval to offer the course is required before the CRC may take action on the proposed course revision. Colleges not responding within the specified time period (usually two weeks) are considered in favor of the request.

### **Reclassification of Courses**

Colleges may submit requests for reclassification of CCL courses using Form 15-3 (Attachment 5). The submission schedule for colleges is identified in Attachment 2. The CRC will review the requests to reclassify CCL courses. Requests received after due dates will be acknowledged and placed on the agenda for the next meeting. The reclassifications are effective one year following the approval by the CRC. Colleges may request earlier implementation. The request along with the rationale should be included with the request.

The proposed reclassification will be reviewed by all colleges which list the course on an approved program of study, and a **two-thirds majority vote** of colleges that have approval to offer the course is required before the CRC may take action on the proposed course reclassification. Colleges not responding within the specified time period (usually two weeks) are considered in favor of the request.

### **Student Learning Outcomes (SLOs)**

Colleges may submit a request to add Student Learning Outcomes to a course or revise existing SLOs by using Form 15-1 (Attachment 3) or Form 15-2 (Attachment 4). The submission schedule for colleges is provided in Attachment 2.

System Office staff will distribute the proposed addition/revision to all colleges which list the course on an approved program of study. If a **two-thirds majority** of the identified colleges vote for approval, the Director of Academic Programs may approve the SLO addition/revision for the current course. Colleges not responding within the specified time period (usually two weeks) are considered in favor of the request.

The CRC will receive a record of revised/new SLOs as an information item. Colleges will receive notification of new/revised SLOs in the CRC memo that is distributed to the colleges each semester.

### **Curriculum Review Committee Process**

The Curriculum Review Committee (CRC) has the responsibility and authority to approve all changes to the Combined Course Library (CCL). The CRC process insures that all requests for changes receive a thorough, timely, and impartial peer review-

Upon review of each request, the CRC has the following options:

- (1) CRC approves request. The System Office staff notifies colleges. New and revised courses are sent electronically to all colleges.
- (2) CRC tables request. The Program Coordinator will consult with the requesting college to provide additional information requested by CRC.
- (3) CRC does not approve request. The System Office Staff notifies the requesting college. The Program Coordinator will consult with requesting college to clarify the CRC's position and/or to explore alternative ways to meet the objectives of the requested change.

### **Resubmission of Denied Request**

If the college still seeks further review of a denied request, the following additional review steps may be used:

- (1) Requesting college modifies request based on CRC rationale and resubmits. (There is no limit on the number of times a college may modify and resubmit a request.)
- (2) Requesting college, in consultation with Program Coordinator, prepares a detailed response to the CRC's decision including, when appropriate, additional documentation supporting the need for the change.

Upon additional review of the request, the CRC has the following options:

- (1) CRC approves request. Colleges are notified by the System Office staff of the action. New and revised courses are sent electronically to all colleges.
- (2) CRC does not approve request. The requesting college is notified by the System Office staff of the decision.

### **Appeals Process**

If the CRC does not approve a request for change after at least an initial and one additional review, representatives of the requesting college will have the opportunity to present the request in person at a called meeting of the CRC. A college has ten (10) working days from receipt of the CRC's second decision to state in writing its intent to pursue this option. The college submits its intent to the Associate Vice President, Student Learning and Success, who will forward the request to the chair of the CRC. The chair of the CRC will arrange a meeting with the college at the earliest mutually convenient time, not to exceed 20 working days from receipt of notification from the Associate Vice President, Student Learning and Success. A majority of CRC members must be present to hear and discuss the request with college representatives.

If, after meeting together, the CRC and the requesting college are not able to reach a mutually acceptable resolution, the requesting college may appeal the CRC decision to the Program Committee of the State Board. The request for a hearing must be made in writing to the Associate Vice President, Student Learning and Success within ten (10) working days from the date of receiving the CRC's final decision. The positions of both the requesting college and the CRC will be forwarded to the Program Committee.

If, after reviewing the materials for the hearing, the Program Committee agrees to hear the arguments of the CRC and the requesting college, the Program Committee will make a recommendation to the State Board. The decision of the State Board is final.

### **Archiving and Deleting Courses from the CCL**

Any course not offered for a period of three years may be removed from the CCL and archived.

- (1) Colleges may be notified each year of courses that have not been offered for two years. Any course that is not utilized by a college during the subsequent (third) year will be purged at the end of the third year.
- (2) The courses that are purged from the CCL will be given an end term date and permanently stored in the CCL database. The course prefix and number of a purged course remain intact and may not be used for any other course.
- (3) If a college wants to use a purged course, the course will be given a new effective term/date. The course will now begin a new three-year cycle.



Attachment 1  
**Curriculum Review Committee**  
*March 2012*

<p>Ms. Robin McCree  Vice President of Instruction  Stanly Community College  141 College Drive  Albemarle, NC 28001  Phone: (910) 582-7181  FAX: (910) 582-702  <b>Term Expires December 2013</b></p>	<p>Mr. Dewey H. Lewis  Vice President for Instruction and  Information Resources  Coastal Carolina Community College  444 Western Boulevard  Jacksonville, NC 28546  Phone: (910) 938-6225  FAX: (910) 455-7027  <b>Term Expires December 2013</b></p>	<p>Dr. Jim Burnett  President  Western Piedmont Community  College  1001 Burkemont Avenue  Morganton, NC 28655  Phone: (828) 438-6000  FAX: (828) 438-6015  <b>Term Expires December 2015</b></p>
<p>Dr. Angela R. Ballentine  Interim President  Vance-Granville Community  College  PO Box 917  Henderson, NC 27536-0917  Phone: (252) 738-3283  FAX: (252) 430-0460  <b>Term Expires December 2013</b></p>	<p>Ms. Rhia Crawford  Vice President of Instruction  Mayland Community College  Post Office Box 547  Spruce Pine, NC 28777  Phone: (828) 765-7351  Fax: (828) 765-2327  <b>Term Expires March 2015</b></p>	<p>Dr. Don Ammons  Vice President for Academic Affairs  Gaston College  201 Highway 321 South  Dallas, NC 28034-1499  Phone: (704) 922-6239  FAX: (704) 922-6309  <b>Term Expires December 2012</b></p>
<p>Dr. William S. Carver, II  President  Nash Community College  Post Office Box 7488  Rocky Mount, NC 27804-0488  Phone: (252) 443-4011 EXT 229  FAX: (252) 443-0176  <b>Term Expires December 2014</b></p>	<p>Dr. Valarie J. Evans  Vice President for Student Learning,  Development and Support  Durham Technical Community College  1637 Lawson Street  Durham, NC 27703  Phone: (919) 536-7200  Fax: (919) 686-3693  <b>Term Expires March 2015</b></p>	<p>Dr. Lisa M. Chapman  Executive Vice President for  Instruction  Central Carolina Community College  1105 Kelly Drive  Sanford, NC 27330-1105  Phone: (919) 718-7295  FAX: (919) 718-7456  <b>Term Expires December 2013</b></p>
<p>Dr. Dean E. Sprinkle  Senior Vice President of Instruction  Wilkes Community College  Post Office Box 120  Wilkesboro, NC 28697  Phone: (336) 838-6128  Fax: (336) 838-6277  <b>Term Expires March 2015</b></p>	<p>Mr. Wesley Beddard, Chair  Dean of Instruction  Beaufort County Community College  PO Box 1069  Washington, NC 27889-1069  Phone: (252) 940-6226  FAX: (252) 946-0271  <b>Term Expires December 2012</b></p>	<p>Dr. Pocahontas Jones  Dean of Curriculum Programs  Roanoke-Chowan Community  College  109 Community College Road  Ahoskie, NC 27910  Phone: (252) 862-1222  Fax: (252) 862-1356  <b>Term Expires March 2015</b></p>

**Attachment 2  
Curriculum Review Committee  
Submission Deadlines**

The Curriculum Review Committee will meet three times (fall, spring and summer) each calendar year. The meeting dates and submission deadlines are as follows:

<b>Items Due to System Office</b>	<b>Action by Committee</b>	<b>Implementation Dates for Revised Courses</b>
From March 16, 2012 thru July 28, 2012	October 2012	Fall Semester 2013 (2013*03)
From July 29, 2012 thru December 5, 2012	February 2013	Spring Semester 2014 (2014*01)
From December 6, 2012 thru March 15, 2013	May 2013	Summer Semester 2014 (2014*02)
From March 16, 2013 thru July 28, 2013	October 2013	Fall Semester 2014 (2014*03)
From July 29, 2013 thru December 5, 2013	February 2014	Spring Semester 2015 (2015*01)
From December 6, 2013 thru March 15, 2014	May 2014	Summer Semester 2015 (2015*02)
From March 16, 2014 thru July 28, 2014	October 2014	Fall Semester 2015 (2015*03)

*New Courses are effective beginning with the semester immediately following the CRC meeting*

**NOTE:** Requests received after due dates will be acknowledged and placed on the agenda for the next meeting.

**Attachment 3**  
**Section 15 Curriculum Review Committee Procedures**  
**FORM 15-1**  
**Request for New Combined Course Library (CCL) Course**

<b>Name of College</b>			
<b>Chief Academic Officer</b>			
(print or type)	Last Name	First Name	MI
<b>Chief Academic Officer</b>			
	Signature		Date
<b>Contact Person</b>		<b>Phone</b>	
<b>Rationale for New Course</b>			
<b>Supporting Documentation (Complete all sections.)</b>			
Utilize the keyword search function located at <a href="http://www.nccommunitycolleges.edu/ccl.htm">http://www.nccommunitycolleges.edu/ccl.htm</a> to locate similar courses.			
List a current CCL course that is most similar to the requested course. Also list any other similar CCL course(s).	How Is New Course Significantly Different from the identified courses?		
Colleges That Have Been Consulted	Response From Consulted College		
<b>Proposed Course Information</b>			
Three-Letter Prefix:	_____	Three-Digit Number:	_____
Short Title (30 characters including spaces) _____			
Long Title (for clarification) _____			
Hours:	Classroom _____	Lab/Shop _____	Clinical _____
		Work Experience _____	Total Credit _____
Prerequisite(s): _____		Corequisite(s): _____	
Description:			
A sentence summary of the course using a maximum of 40 words ( <i>This course provides/introduces/covers/is designed to/includes...</i> )			
A sentence listing the major components of the course using a maximum of 40 words ( <i>Topics include/Emphasis is placed on...</i> )			
A sentence listing the competencies of the course using a maximum of 50 words ( <i>Upon completion, students should be able to ...</i> )			

**FORM 15-1**  
**REQUEST FOR NEW CCL COURSE**  
(page 2 of 2)

**Student Learning Outcomes (SLOs): Student Learning Outcomes are not required.**

Do Not Wish to Include SLOs

**If included in the course request, SLOs should be concise, measurable and directly related to the course description. List SLOs for the new course if applicable. (*Expand if needed.*)**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Identify the curriculum(s) for which this course is intended:**

**Check the appropriate box to indicate the area where this new course will be offered:**  
**General Education**

Communications

Humanities/Fine Arts

Mathematics

Social/Behavioral Sciences

Natural Sciences

**Major Hours**

Core

Concentration

Other Major Hours

Premajor/Elective (AA/AS/AFA only)

Restrict to Major

Restrict to Concentration

**Other**

Please specify \_\_\_\_\_

**Identify all the credential levels for which this course is intended:**

AAS

Diploma

Certificate

AA/AS/AFA\*

*\*If approved by the Curriculum Review Committee (CRC), course will be forwarded to the Transfer Advisory Committee for consideration for transfer through the Comprehensive Articulation Agreement.*

## **Instructions for Completing and Submitting FORM 15-1 Request for New Combined Course Library (CCL) Course**

### **General Information**

- Previous versions of this form are obsolete. All requests for new courses must be submitted in this format.
- This form is in table format, designed in Microsoft Word 2007. It may need some adjustment if used with other versions of Word.
- Use as much space as is needed in cells where information is not specifically limited. As with all tables, each cell will expand as information is entered, and the table will flow across pages.

### **Instructions for Completing Form**

1. **Name of College** – Enter in cell provided.
2. **Chief Academic Officer** – Enter in cells provided using last, first, middle initial format.
3. **Chief Academic Officer Signature** – After all other information is entered, use an electronic signature or leave blank for signature on hard copy.
4. **Contact Person** – Enter the name of the person who should be contacted for questions and/or revisions. Communication regarding request will be copied to the Chief Academic Officer.
5. **Phone** – Enter phone number for Contact Person.
6. **Rationale for New Course** – Enter explicit statement of the process that led the college to decide that a new course is needed. This cell will expand to accommodate as much verbiage as needed.
7. **Supporting Documentation** – This is the research conducted by the requesting college to determine that there is no appropriate course already existing in the Combined Course Library and that the need for the new course is system-wide. The four parts of the documentation are as follows:
  - **Course(s) Similar to Requested Course** – List all courses that appear to be similar to the requested course. The requesting college should research the Combined Course Library to determine which courses already exist that may be similar to the proposed course. This can be done with keyword searches or by checking the prefixes allowed in Other Major Hours on the curriculum standard for the program in which the college plans to use the course.
  - **How Is New Course Significantly Different** – Be specific about the differences and indicate why they are significant differences.
  - **Colleges That Have Been Consulted** – The requesting college must contact a representative sampling of the colleges with programs that might have an interest in the requested course. It is expected that the course submitted will be refined through this process and will have more widespread usefulness as a result of this collaboration.
  - **Response From Consulted Colleges** – The contacted colleges do not have to be in agreement for the requesting college to proceed with the request. However, an indication of the strength of the agreement must be presented, along with objections or suggestions for changes voiced by the consulted colleges.
8. **Proposed New Course Information** – Provide information for all sections. The

Curriculum Review Committee may amend the information as needed to make course consistent with CCL guidelines and established CRC practices.

- **Three-Letter Prefix** – Enter a prefix you think most appropriate for the new course.
  - **Three-Digit Number** – Enter a suggested number or enter 1xx or 2xx to indicate whether the course should be first-year or second-year level. Course numbers 100-109 and 200-209 are reserved for diploma and certificate programs. Course numbers 190-199 and 290-299 are reserved for prefixes SEL (selected topics) and SEM (seminar).
  - **Short Title** – Enter the course title as it will appear in the Combined Course Library, using a maximum of 30 characters. Abbreviations may be required in order to meet the 30 character maximum.
  - **Long Title** – Enter the course title in its entirety by spelling out any abbreviations. The long title is only utilized to provide clarification of the abbreviations
  - **Hours** – Enter the hours to the right of each category, using 0 to fill in unused blanks. Remember that lab/shop hours must be multiples of 2 or 3 depending on level of supervision, clinical hours must be multiples of 3, and work experience hours must be a multiple of 10.
  - **Prerequisites/Corequisites** – Enter the three-letter prefix and three-digit number as it appears in the Combined Course Library for any prerequisites or corequisites a student must have to expect to be successful in the course. Use "none" if not applicable.
- Description** – Enter the proposed description using the following the guidelines: The first sentence is an overview of the course. It must begin with, “*This course provides/introduces/covers/is designed to/includes...*”. The second sentence should describe the actual content/topics of the course that every college that offers the course should address. It must begin with, “*Topics include/Emphasis is placed on...*”. The third sentence should describe measurable outcomes for the course. It must begin with, “*Upon completion, students should be able to...*”. Make sure wording is clear and appropriately describes the course. The first and second sentence are limited to 40 words. The third sentence is limited to 50 words.
9. **Student Learning Outcomes (SLOs)** – Student Learning Outcomes are not required. If the college decides to request SLOs for the new course, the SLOs should be concise, measurable and directly related to the course description.
  10. **Curriculum(s) for which the course is intended** – Enter all that apply. The course may be appropriate for more than one curriculum. Consultation with other colleges may result in determining that there are appropriate curriculums other than the one the requesting college initially identified.
  11. **Program area boxes** – Choose appropriate general education, major hours, or other area. There should be only one box checked, unless the college is also requesting that the course be restricted to a major or concentration.
  12. **Credential levels** – Check all that apply. Requests for AA, AS, or AFA credential will be forwarded to the Transfer Advisory Committee for consideration for transfer through the Comprehensive Articulation Agreement, if the Curriculum Review Committee approves the course for inclusion in the CCL.

## **Submitting the Request**

Submit the completed request form by email to “CRC Request” address located in the GroupWise directory. If the form has an electronic signature, nothing further must be done. If electronic signature is not available to the requesting college, a hard copy with original signature must be mailed to:

Senior Vice President and Chief Academic Officer  
Academic and Student Services  
North Carolina Community College System  
5016 Mail Service Center  
Raleigh, NC 27699-5016

**Attachment 4  
FORM 15-2  
Request for Combined Course Library (CCL) Revision**

<b>Name of College</b> _____			
<b>Chief Academic Officer</b>			
(print or type)	Last Name	First Name	MI
<b>Chief Academic Officer</b>			
Signature			Date
<b>Contact Person</b>		<b>Phone:</b>	
<b>Rationale for Course Change</b>			
<b>Supporting Documentation</b>			
Colleges That Have Been Consulted		Response From Consulted College	
<b>Current Course Information</b>			
Three-Letter Prefix: _____		Three-Digit Number: _____	
Course Title: _____			
Hours:	Classroom	Lab/Shop	Clinical
	_____	_____	_____
		Work Experience	Total Credit
		_____	_____
Prerequisites: _____		Corequisites: _____	
Description: _____			
Curriculum Standard(s) with course in core: _____			
<b>Proposed Course Information</b>			
Three-Letter Prefix: _____		Three-Digit Number: _____	
Short Title (30 characters including spaces): _____			
Long Title (for clarification): _____			
Hours:	Classroom	Lab/Shop	Clinical
	_____	_____	_____
		Work Experience	Total Credit
		_____	_____
Prerequisites: _____		Corequisites: _____	
Description: <input type="checkbox"/> No Change <input type="checkbox"/> Change Indicated Below			
A sentence summary of the course using a maximum of 40 words. ( <i>This course provides/introduces/covers/is designed to/includes...</i> )			
A sentence listing the major components of the course using a maximum of 40 words. ( <i>Topics include/Emphasis is placed on...</i> )			
A sentence listing the competencies of the course using a maximum of 50 words. ( <i>Upon completion, students should be able to ...</i> )			



**Student Learning Outcomes (SLOs): (*Student Learning Outcomes are not required.*)**

- Do Not Wish to Include SLOs
- No Change to Current SLOs
- Add SLOs Indicated Below
- Revised SLOs Indicated Below

**SLOs should be concise, measurable and directly related to the course description. Please list SLOs for the course if applicable. (*Expand if needed.*)**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**Instructions for Completing and Submitting  
FORM 15-2  
Request for Combined Course Library (CCL) Revision**

**General Information**

- Previous versions of this form are obsolete. All requests for course revisions must be submitted in this format.
- This form is in table format, designed in Microsoft Word 2007. It may need some adjustment if used with other versions of Word.
- Use as much space as is needed in cells where information is not specifically limited. As with all tables, each cell will expand as information is entered, and the table will flow across pages.

**Instructions for Completing Form**

1. **Name of College** – Enter in cell provided.
2. **Chief Academic Officer** – Enter in cells provided using last, first, middle initial format.
3. **Chief Academic Officer Signature** – After all other information is entered, use an electronic signature or leave blank for signature on hard copy.
4. **Contact Person** – Enter the name of the person who should be contacted for questions and/or revisions. Communication regarding request will be copied to the Chief Academic Officer.
5. **Phone** – Enter phone number for Contact Person.
6. **Rationale for Course Revision** – Enter explicit statement of the process that led the college to decide that the course needs revision. This cell will expand to accommodate as much verbiage as needed.
7. **Supporting Documentation** – This is the research conducted by the requesting college to determine that the need for the revised course is system-wide. The required items of documentation are as follows:
  - **Colleges That Have Been Consulted** – The requesting college must contact a representative sampling of the colleges with programs that utilize the course. It is expected that the course revision submitted will be refined through this process and will have more widespread usefulness as a result of this collaboration.
  - **Response From Consulted Colleges** – The contacted colleges do not have to be in agreement for the requesting college to proceed with the request. However, an indication of the strength of the agreement must be presented, along with objections or suggestions for changes voiced by the consulted colleges.
8. **Current Course Information** - Complete all sections, using the current information as it appears in the Combined Course Library.

9. **Proposed Course Information** – Provide information for all sections. The Curriculum Review Committee may amend the information as needed to make the course consistent with CCL guidelines and established CRC practices.
- **Three-Letter Prefix** – Enter the current prefix or an alternate prefix that more appropriately fits the course as revised.
  - **Three-Digit Number** – Enter the current three-digit number a number that more appropriately fits the course as revised. Number should be in 1xx or 2xx format to indicate whether the course should be first-year or second-year level. Course numbers 100-109 and 200-209 are reserved for diploma and certificate programs. Course numbers 190-199 and 290-299 are reserved for prefixes SEL (selected topics) and SEM (seminar).
  - **Short Title** – Enter the course title as it will appear in the Combined Course Library, using a maximum of 30 characters. Abbreviations may be required in order to meet the 30 character maximum limitation in Colleague. *Course titles appearing in IIPS will be further shortened by System Office staff to accommodate the 30 character limitation.*
  - **Long Title** – Enter the course title in its entirety by spelling out any abbreviations. The long title is only utilized to provide clarification to CRC members.
  - **Hours** – Enter the hours to the right of each category, using 0 to fill in unused blanks. Remember that lab/shop hours must be multiples of 2 or 3 depending on level of supervision, clinical hours must be multiples of 3, and work experience hours must be multiples of 10.
  - **Prerequisites/Corequisites** – Enter the three-letter prefix and three-digit number as it appears in the Combined Course Library for any prerequisites or corequisites a student must have to expect to be successful in the course. Use "none" if not applicable.
  - **Description** – Enter the proposed description using the following the guidelines: The first sentence is an overview of the course. It must begin with, *“This course provides/introduces/covers/is designed to/includes...”*. The second sentence should describe the actual content/topics of the course that every college that offers the course should address. It must begin with, *“Topics include/Emphasis is placed on...”*. The third sentence should describe measurable outcomes for the course. It must begin with, *“Upon completion, students should be able to...”*. Make sure wording is clear and appropriately describes the course. The first and second sentence are limited to 40 words. The third sentence is limited to 50 words.
10. **Student Learning Outcomes (SLOs)** – Student Learning Outcomes have been included in a small number of curriculum courses. If a course revision request includes a revision to the current course description and the current course includes SLOs, please review the SLOs to determine if SLO revision is necessary.

A college may also request the addition of SLOs to a current course through the course revision process. Student Learning Outcomes should be concise, measurable and directly related to the course description.

**Submitting the Request**

Submit the completed request form by email to “CRC Request” address located in the GroupWise directory. If the form has an electronic signature, nothing further must be done. If electronic signature is not available to the requesting college, a hard copy with original signature must be mailed to:

Senior Vice President and Chief Academic Officer  
Academic and Student Services  
North Carolina Community College System  
5016 Mail Service Center  
Raleigh, NC 27699-5016

**Attachment 5  
FORM 15-3  
Request for Combined Course Library (CCL) Course Reclassification**

<b>Name of College</b>			
<b>Chief Academic Officer</b>			
(print or type)	..... Last Name	..... First Name	..... MI
<b>Chief Academic Officer</b>			
..... Signature		..... Date	
<b>Contact Person</b>		<b>Phone</b>	
<b>Rationale for Course Reclassification</b>			
<b>Supporting Documentation: Complete the following sections.</b>			
Colleges That Have Been Consulted		Response From Consulted College	
<b>Current Course Information</b>			
Three-Letter Prefix: .....		Three-Digit Number: .....	
Course Title: .....			
<b>Requested Action</b>			
1. Identify the curriculum(s) for which this course is intended:			
2. Mark the appropriate box(es) to indicate the requested classification(s), using "A" to add or "R" to remove:			
General Education			
<input type="checkbox"/>	Communications	<input type="checkbox"/>	Humanities/Fine Arts
<input type="checkbox"/>	Mathematics	<input type="checkbox"/>	Natural Science
<input type="checkbox"/>		<input type="checkbox"/>	Social/Behavioral Sciences
<b>Major Hours</b>			
<input type="checkbox"/>	Restrict to curriculum/major	<input type="checkbox"/>	Restrict to concentration
3. Identify all the credential levels for which this course is appropriate:			
<input type="checkbox"/>	AAS	<input type="checkbox"/>	Diploma
<input type="checkbox"/>		<input type="checkbox"/>	Certificate

**Please note: Reclassifications for AA/AS and AFA are processed through the Transfer Advisory Committee. Please send a letter of request to the Senior Vice President/Chief Academic Officer to initiate this process.**

**Instructions for Completing and Submitting  
FORM 15-3  
Request for Combined Course Library (CCL) Course Reclassification**

**General Information**

- All requests for course reclassifications must be submitted in this format.
- This form is in table format, designed in Microsoft Word 2007. It may need some adjustment if used with other versions of Word.
- Use as much space as is needed in cells where information is not specifically limited. As with all tables, each cell will expand as information is entered, and the table will flow across pages.

**Instructions for Completing Form**

1. **Name of College** – Enter in cell provided.
2. **Chief Academic Officer** – Enter in cells provided using last, first, middle initial format.
3. **Chief Academic Officer Signature** – After all other information is entered, use an electronic signature or leave blank for signature on hard copy.
4. **Contact Person** – Enter the name of the person who should be contacted for questions and/or revisions. Communication regarding request will be copied to the Chief Academic Officer.
5. **Phone** – Enter phone number for Contact Person.
6. **Rationale for Reclassification** – Enter explicit statement of the process that led the college to decide that the course needs reclassification. This cell will expand to accommodate as much verbiage as needed.
7. **Supporting Documentation** – This is the research conducted by the requesting college to determine that there is a need to change the classification of the course and that the need for the reclassification of this course is system-wide. The documentation is as follows:
  - **Colleges That Have Been Consulted** – The requesting college must contact a representative sampling of the colleges with programs that might have an interest in the requested reclassification. It is expected that the reclassification request will be refined through this process and will have more widespread usefulness as a result of this collaboration.
  - **Response From Consulted Colleges** – The contacted colleges do not have to be in agreement for the requesting college to proceed with the request. However, an indication of the strength of the agreement must be presented, along with objections or suggestions for changes voiced by the consulted colleges.

8. **Current Course Information** – Enter Course Prefix, Course Number and Course Title exactly as in the Combined Course Library.
9. **Requested Action**
  - **Curriculum(s) for which the course is intended** – Enter all that apply. The course may be appropriate for more than one curriculum. Consultation with other colleges may result in determining that there are appropriate curriculums other than the one the requesting college initially identified.
  - **Action Requested** - Mark the appropriate box(es) to indicate the requested action, entering "A" for addition or "R" for removal of the classification.
  - **Credential Levels** – Check all that apply. Please note that reclassification requests for AA, AS, or AFA courses should be submitted via a letter of request sent to the Senior Vice President/Chief Academic Officer (see address below). These requests will be forwarded to the Transfer Advisory Committee and Independent Transfer Advisory Committee for consideration.

### **Submitting the Request**

Submit the completed request form by email to the “CRC Request” located in the GroupWise directory. If the form has an electronic signature, nothing further must be done. If electronic signature is not available to the requesting college, a hard copy with original signature must be mailed to:

Senior Vice President and Chief Academic Officer  
Academic and Student Services  
North Carolina Community College System  
5016 Mail Service Center  
Raleigh, NC 27699-5016