

Course Adoption Forms (CAFs) & Instruction Council Review

Creation and Update

Courses may be created or updated in the online CAF database by anyone and most go through the following automated review and approval process:

1. Department coordinator
2. Division Chair
3. Instructional Dean
4. Scheduling Office review
5. Instruction Council (if required)

Course adoption forms are to be reviewed and updated every three years.

Instruction Council Review

Instruction Council will review only those CAFs that contain a substantive change, including:

1. New courses
2. Credit changes
3. Prerequisite changes
4. Distribution changes
5. Substantial rewrites of course content

Instruction Council will not be required to review:

1. Updates
2. Footnotes
3. Minor title or course description changes
4. ABE/Non-credit courses
5. Distribution of contact hours
6. Quarters the course is offered
7. Course capacity
8. Course deletions
9. Continuous/Sequential enrollment information

Instruction Council will review CAFs at least three times a year (fall, winter and spring), so that, whenever possible, courses and course information are approved by Instruction Council before a course is offered.

When there are extenuating circumstances requiring a quick start-up, courses may be offered once without Council approval. If such courses are for AA distribution, the dean will consult with affected division chairs if there are potential conflicts/overlaps in course content.

Instruction Council will continue to focus on screening for course duplication or conflict. Barring such concerns, the presumption will continue to be that division approval is generally adequate.