





Creating A New Course!


Are you creating a new course? Awesome! [The New Course Proposal Form](#) on the Curriculum Forms webpage will guide you through the process.




Why is it so long? The form is intended to provide faculty with the information and criteria that will be used by the Course Evaluation Subcommittee and the Chancellor's Office to evaluate the course. This is a timesaver for faculty, as when you get to the committee, you are better prepared and know what types of things will be asked of you. You will also be aware of considerations that will impact implementation when the course is ready to be offered to students.



Why does it ask so much? The form prompts align with Chancellor's Office, Title 5, and Education Code criteria as well as best practices for student success. Each prompt intends to help you align the course with these legal and ethical criteria. Not only is the course outline of record a legal contract with our students, but LBCC is contractually obligated to the Chancellor's Office to ensure all course proposals adhere to these criteria. Should the College claim apportionment for courses that do not, it could be asked to return money to the state.




Must I answer every question? Yes. Without complete and thoughtful responses to each prompt, the Course Evaluation Subcommittee will not be able to determine whether the course meets the established approval criteria and guidelines, which will delay review. There are a few prompts that may not apply to your course. Contact the Course Evaluation Subcommittee chair, [Wendy Koenig](#) if you are not sure.



Can I get help with the form? Definitely! It is highly recommended that you contact the Course Evaluation Subcommittee chair when proposing a new course. The chair can help ensure your proposal meets criteria and is ready for Subcommittee review. She is happy to assist, as are other Subcommittee members.


What do I do once it's complete? Use the [Submission Checklist](#) to confirm you have completed all required documentation. Then submit everything electronically to the Curriculum Specialist, [Monique Fernandez](#). Be sure to submit all documentation at once and that you've checked for necessary signatures.



Then what? The Course Evaluation chair and/or Curriculum Specialist will inform you:

1. If you need to correct or add information, and/or
2. The date the proposal will be put on the Course Evaluation Subcommittee agenda.

If approved at Course Evaluation, the proposal moves to the Curriculum Committee at its next meeting. From there it moves to the Board of Trustees and, finally, to the Chancellor's Office. If approved there, the College is notified, and the course can be added to the next catalog and then offered to students.



Is there anything else? Yes. Course Evaluation Subcommittee approval is only one of various approvals required for a course depending its purpose. Edits to the program to which the course will belong must be made via the Associate Degree General Education Subcommittee and in consultation with the Office of Academic Services. Courses intended for UC transfer or general education require additional steps with which the Articulation Officer, [Trevor Rodriguez](#), can assist. CTE courses may also have additional requirements.

Creating a course is important work on behalf of our students and community. Enjoy the process!