CURRICULUM DESIGN AND DEVELOPMENT MONITOR

Note: Cur. Com=Curriculum Committee

Required Stages	Responsible	Record	Status	Date
1. Identification of inputs at Unit or Dept	Unit or Dept Cur. Com.	Minutes of meeting of Unit or Dept Cur.Com. (w/ timeline, validation against min. reqts)		
2. Submission of Curriculum Proposal to College Dean	Unit or Dept Cur. Com.	Letter of Transmittal to Dean		
3. Review and Approval of College Dean	Dean or Principal	Signature of Dean on Letter of Transmittal (if disapproved, with reason)		
3a. Revision 1	Unit or Dept Cur. Com	Minutes of meeting of Unit or Dept Cur.Com. (w/ timeline, validation against min. reqts)		
3b. Submission of Curriculum Proposal to College Dean	Unit or Dept Cur. Com.	Letter of Transmittal to Dean		
4. Review and Approval of College Dean	Dean or Principal	Signature of Dean on Letter of Transmittal (if disapproved, with reason)		
5. Submission to Univ Curriculum Committee	Dean or Principal	Letter of Transmittal to Univ Curriculum Committee Chairman		
6. Review and Approval of Univ Curriculum Committee	Univ. Curriculum Committee Chairman	Signature of Chairman and Registrar (validation) on Letter of Transmittal (if disapproved, with reason)		
7. Review and Approval of Academic Council	VPAA	Minutes of Academic Council Meeting		
8. Submission to Board of Trustees	VPAA	Letter of Transmittal to Board of Trustees		
9. Review and Approval of Board of Trustees	BOT Secretary	BOT Resolution copy		
10. Implementation	Dean or Principal	Curriculum as reflected in the prospectus		
11. Review/ Validation	Dean or Principal	Record of class observation		

Notes:

Curriculum verification – confirmation that the output meets the design and/or development inputs
Curriculum validation – confirmation through the provision of objective evidence that the requirements for a specific intended use or application have been fulfilled