

To Change Something About a Course

1. Write up the reason for the change.
2. Check for all programs (not just those in your own department) that utilize the course that could be impacted by the change and discuss it with them before proceeding.
3. Complete the **Taxonomy Change Form**, marking just the requested change. (Only changes corresponding to a check-box are allowed.*) Include the rationale statement and any impacts. Be sure to indicate when the change(s) should go into effect.
4. Submit the completed form to your Chair and Dean for signatures (electronic preferred). Email forms to **Pat Visser** (and mail her the signed form if not e-signed). Only forms with both signatures will be considered by the committee.
5. Once approved, record the changes in the Close-the-Loop form in JetNet.

Allowed changes include pre-/co-requisites added or adjusted; BCH; fees; seating capacity; minor course description changes; inactivating, freezing or reactivating a course. If you need to change the course name or credit hours, or if you need to significantly change the course description or content, this requires creation of a New Course and inactivation of the existing course.

Create a New Course

1. Write up the rationale for creating the course, the intended students, enrollment projections and institutional resource impact.
2. Discuss the proposal with your Chair and Dean (to identify potential duplications or issues you hadn't thought of/known about).
3. Request a course number from the Registrar.
4. Gather information on programs (within your discipline, plus others) that could include the class in their required or recommended list.
5. If not intended solely for an occupational program, research how the planned course design compares to similar courses at our major transfer schools and begin establishing transfer equivalency with those schools.
6. If there isn't solid evidence to create the course but you want to "try it out" for one year, complete the **Experimental Course Form** (then complete steps 8 and 11).
7. Complete the **New Course Approval Form** and the **Course Outline**. Be sure to complete the "Effective Date" section with the semester the course will first be offered.
8. Construct a syllabus and class schedule.
9. If this is replacing an existing course, fill out the **Taxonomy Change Form** to inactivate the course it will replace.
10. If the course should be able to fulfill a Ged Ed requirement, complete the steps in the Gen Ed approval section as well.
11. Submit the completed forms to your Chair and Dean for signatures (electronic preferred). Email forms to **Pat Visser** (and send the signed form to her if not e-signed). Only forms with both signatures will be considered by the committee.
12. Send any course-specific evaluation questions to the Instructional Innovation Coordinator so they can be included in the online evaluation survey.

Have a Course Count for Gen Ed

1. Check to make sure the course meets the [MI Transfer Guidelines](#) for Gen Ed. (Other than GEO 7, all courses must meet those guidelines in order to count for Gen Ed at JC.)
2. Research [how the course transfers](#) at our major transfer institutions (the list is included in the request form).
3. Identify the specific GEO the course will fulfill.
4. Discuss your proposal with appropriate programs to see which will incorporate it into their course list.
5. Complete the [GEO rubric form](#), including information on how each item will be assessed and the success criteria.
6. Complete the [General Education Approval form](#).
7. Submit the completed forms to the Chair and Dean for signatures (electronic preferred). Email forms to [Pat Visser](#) (and mail her the signed form if not e-signed). Only forms with both signatures will be considered by the committee.

Complete a Course Review

1. Obtain prior Taxonomy Summary and Official Course Outline forms as well as any Taxonomy Change forms files since the last review.
2. Update the **Taxonomy Summary form** with any previously-approved changes and the **Official Course Outline** with any new information being requested (GEOs, Learning Outcomes, etc.).
3. Verify how the course is accepted for transfer at major transfer institutions via the **MI Transfer Network**.
4. Gather close-the-loop & GEO (if appropriate) assessment information and syllabi for each delivery modality.
5. Complete all questions and narrative response items in the **Course Review Template** form [**Detailed instructions** are provided.]
6. If it is discovered that anything should be changed with the course, complete the **Taxonomy Change Form** process and file that form separately from the course review packet.
7. Submit the official forms to your Chair and Dean for signatures (electronic preferred). Email the entire packet to **Pat Visser** (and mail her the signed form if not e-signed).

Modify an Existing Program

1. Write up the rationale for the change.
2. Check for all related programs that could be impacted by the change and also make similar changes to them if appropriate. [Whenever possible, requirements should be consistent between related programs for ease of laddering degrees.
3. Discuss the proposed changes with your Dean to check for unintended consequences or requirements you didn't know about.
4. Complete the **Program Change form**, making sure to include the rationale for the change and the effective date (or semester).
5. Create an updated catalog entry (copy-and-paste from the current catalog, then edit to include the changes). *Use the opportunity to make sure the workforce documentation at the top of the entry is up-to-date.
6. Create new **Pathway Maps**, integrating the changes.
7. Submit all forms to your Chair and Dean for signatures (electronic preferred). Email the entire packet to **Pat Visser** (and mail her the signed forms if not e-signed).

After approval, submit information about the changes – including the effective date — to a) Marketing so the relevant JC website pages can be updated and b) the Navigators so that students can be advised correctly.

Create a New Program

1. Discuss the proposal with your Dean and the appropriate Department Chair for input on overlaps with existing programs, other plans, requirements, etc.
2. Write the rationale, audience, workforce benefit and projected enrollment for the program. Research similar programs at other institutions for appropriate requirements, their enrollment, costs, etc. Identify any new resources that will need to be obtained in order for the program to be viable.
3. Get preliminary commitments for Advisory Committee members if this is a workforce program.
4. Complete the Title IV workforce eligibility documentation (from the Registrar's office), if appropriate. (needed for most certificates)
5. Complete the **New Program Approval Template**.
6. Create a document for the program's entry in the Catalog. (Copy-and-paste the entry for a similar program and edit it for your details.)
7. Create appropriate **Pathway Maps**.
8. Submit all forms to your Chair and Dean for signatures (electronic preferred). Email the entire packet to **Pat Visser** (and mail her the signed forms if not e-signed).

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