

✓	To Do!	What does this mean?
	New program for GWC!	Set up a meeting with the Curriculum Chair and Curriculum Specialist to strategize.
	Academic Program Proposal and Plan Form	Complete and submit form by 3:00 p.m. 2 nd or 4 th Thursday via Courseleaf.
	Present Academic Program Proposal and Plan to CCI	Curriculum Specialist will send CCI Agenda to you if the academic program proposal and plan is scheduled for the CCI meeting. You must attend CCI and present the academic program proposal and plan at 3:00 p.m. 1 st or 3 rd Tuesday.
	Enter Courses and Programs into CIM	Create courses and program in CIM and select Start Workflow.
	Everyone in the Workflow Review	Monitor workflow and make sure the proposal(s) are at the Technical Review level by the 2 nd or 4 th Monday at 3:00 p.m. Department Chair and Division Dean review and validate all content meets accreditation standards, licensing/certification, transfer agreements, and external requirements/governing/regulatory agencies when applicable.
	Technical Review	Attend Technical Review via ZOOM at 3:00 p.m. 2 nd or 4 th Tuesday. Technical Review Lead will send email notification that curriculum will be reviewed and you are obligated to attend.
	Complete Edits and Approve in CIM	Complete final edits and select Approve by the 2 nd or 4 th Thursday at 3:00 p.m. to be considered for the CCI Agenda.
	Present Curriculum to CCI for 1st Reading	Come to CCI to present the proposal(s) in person for 1 st reading at 3:00 p.m. 1 st or 3 rd Tuesday.
	Final Edits in CIM	Complete final edits and select Approve by the 2 nd or 4 th Thursday at 3:00 p.m. to be considered for the CCI agenda.
	Present Curriculum to CCI for Approval	Come to CCI to present the proposal(s) in person for 2 nd reading/approval at 3:00 p.m. 1 st or 3 rd Tuesdays.
	Board of Trustees Approval	Approximately 1 month after CCI approval.
	State Chancellor's Office Approval	Approximately 2 months after Board of Trustees approval.