gtPathways Nomination Procedure

1. Review and Approval by the Content Discipline Team

A. Courses are presented for review and approval by either an individual or by the discipline group to the content specific State Faculty Discipline Team. (For example, Math, etc.)

1. If an individual initiates the course nomination, the individual college curriculum committee and the chief academic officer of the college must first approve it for submission. If approved by the curriculum committee and the chief academic officer, the chief academic officer will notify the Education Serviced Curriculum Committee that the course is being proposed for nomination. The nominating faculty member will notify the State Faculty Curriculum Committee, and collect a syllabus from each of the colleges that teach the course. These syllabi will be electronically forwarded to the Director of Curriculum who will review them for gtPathways content and prepare the nomination packet.

2. If the appropriate State Discipline Committee initiates the course nomination, the committee chair will notify the Education Services Curriculum Committee and the State Faculty Curriculum Committee that the course is being proposed for nomination. The discipline chair will collect a syllabus from each college that offers the course, will review the syllabi for gtPathways content, and forward them electronically to the Director of Curriculum who will prepare the nomination form and packet.

2. Review and Approval by the State Faculty Curriculum Committee.

A. The State Faculty Curriculum Committee will review the nomination packet and if approved the SFCC will forward the packet to the Education Services Curriculum Committee for review. It is recommended that either the faculty who initiated the nomination or the appropriate State Discipline Committee chair attend the SFCC meeting to provide supporting information and answer questions.

B. If disapproved, the SFCC will return the packet to the State Content Discipline Team Chair or initiating faculty with a rationale and course of action.

4. Review and Approval By the Education Services Curriculum Committee

A. The Education Services Curriculum Committee will review the nomination and the recommendation of the SFCC. It is recommended that
either the initiating faculty or the State Discipline chair attend the ESCC meeting to provide supporting information and answer questions. If approved by the ESCC, the packet will be forwarded to the Vice President of Education Services for signature and then sent to the CCHE for review and approval.

B. If not approved by the Education Services Curriculum Committee the packet will be returned to the State Content Discipline Committee Chair or initiating faculty with a rationale and course of action.