



LONG BEACH
CITY COLLEGE

COURSE EVALUATION SUBMISSION CHECKLIST

Documents listed for each course action must be submitted to mfernandez@lbcc.edu to be considered by the committee. Incomplete or paper submissions will be returned. For questions or assistance, refer to the Curriculum Handbook or contact the CE subcommittee chair. For technical assistance, please contact IITS. All forms must be complete, thoroughly vetted, reviewed and signed by your department head and dean.

Underlined forms listed below are links to the documents themselves. Forms available at [Course Curriculum Forms website](#).

NEW COURSES & REACTIVATIONS	
<input type="checkbox"/>	DRAFT COURSE OUTLINE (complete, edited for grammar and content, and signed & thoroughly reviewed by author, department chair & division dean.)
<input type="checkbox"/>	<u>NEW COURSE PROPOSAL FORM</u> Justification of need and supporting documentation for all portions of the form are required of all courses. CTE courses must include relevant regional Labor Market Information and Advisory Committee Meeting Minutes highlighting motions recommending need for course. For assistance with LMI, please contact the office of Economic Development.
<input type="checkbox"/>	<u>CURRICULUM IMPACT ASSESSMENT FORM</u>
<input type="checkbox"/>	REQUISITE VALIDATION FORM (if applicable)
<input type="checkbox"/>	<u>MATERIALS FEE TEMPLATE</u> (if applicable)
<input type="checkbox"/>	DRAFT EDITED or NEW CURRICULUM GUIDE
COMMENTS:	
MODIFICATIONS (including materials fees)	
<input type="checkbox"/>	DRAFT COURSE OUTLINE (complete, edited for grammar and content, and signed & thoroughly reviewed by author, department chair & division dean.)
<input type="checkbox"/>	<u>COURSE MODIFICATION FORM</u> For CTE courses, advisory committee meeting minutes must be supplied.
<input type="checkbox"/>	REQUISITE VALIDATION FORM (if applicable)
<input type="checkbox"/>	<u>MATERIALS FEE TEMPLATE</u> (if applicable) <u>Guide to Materials Fees</u>
<input type="checkbox"/>	DRAFT EDITED CURRICULUM GUIDE (if applicable)
COMMENTS:	
DISTANCE LEARNING ADDENDUM	
<input type="checkbox"/>	<u>DISTANCE LEARNING ADDENDUM</u> Requires consultation with & signature of Director of ITDC <u>Distance Learning Guidelines</u>
COMMENTS:	
HONORS ADDENDUM	
<input type="checkbox"/>	<u>HONORS NEW COURSE PROPOSAL FORM/ADDENDUM</u> – Requires consultation with & signature of Honors Program Coordinator
COMMENTS:	
INACTIVATIONS	
<input type="checkbox"/>	<u>COURSE MODIFICATION FORM</u> Provide evidence of Department-wide consultation and required signatures. Provide evidence of consultation with Articulation Assistant to determine curriculum guides both inside & outside department upon which course(s) appear.
<input type="checkbox"/>	DRAFT EDITED CURRICULUM GUIDE – For any guides on which course(s) may reside. Verify ADGE will be notified.
<input type="checkbox"/>	CTE COURSE INACTIVATION – Requires advisory committee recommendation/meeting minutes.
COMMENTS:	