*Forms:* [*CIP Course Design or Revision*](https://www.ppcc.edu/p/forms)

[*CIP Program Request*](https://www.ppcc.edu/p/forms)

**CURRICULUM AND INSTRUCTIONAL PRACTICES (CIP)**

**COURSE and PROGRAM APPROVAL PROCESS - PPCC**

**NOTES:**

*CIP Committee Members will review the CIP packet prior to the scheduled meeting. If there are no concerns raised about the Information Items, discussion during the meeting is not necessary and these items become accepted for approval.*

*Submit CIP forms via e-routing according to CIP Committee deadlines/guidelines. Answering ALL questions ensures complete information for Curriculum Committee consideration/recommendation. Please call 502-3003 with any questions about the CIP forms.*

**PROPOSAL SUBMISSIONS:**

1. CIP forms are to be submitted electronically only – no hard copy will be generated for signature.
2. Forms are located on the portal under forms. Enter the pertinent information on the correct form. Use the CIP Program Request for changes to the AA, AS, AGS, AAS and certificate program layout changes. Use the CIP Course Design or Revision form to delete a course from the catalog, add a course to the catalog that is on the CCCNS database, or modify course information (i.e. prerequisites, contact hours). The CIP Course Design or Revision form can be used to submit a new course design or change course information (i.e. course description, change credit hours) to CCCNS.
3. The form is routed to the Recorder in the VPIS office who will validate the information and forward to the Division Dean, Associate Dean or Delegate, or respond to the submitting party if revisions should be made.
4. The Division Dean, Associate Dean or Delegate will be able to review the e-routing form and either forward the approved proposal to the VPIS or respond to the submitting party if revisions should be made prior to submission to CIP.
5. The CIP packet will be posted on the intranet under Departments/Instructional Services/CIP in the appropriate meeting file as a PDF.
6. All proposals will be printed after approval/denial by the CIP committee and retained in the office of the VPIS**.**

1. **INFORMATION ITEMS**

Information items are presented to CIP once and are not action items (a vote of the committee is NOT required). Information items include course deletions, specific course changes to courses already in the PPCC database, and the addition of courses into the PPCC database from the CCCNS database. While they do not require a vote, information items must pass through CIP before implementation of the request. Discussion may result in a request for vote. Use the CIP Course Design or Revision form on the portal. **Only one request per form.**

* 1. COURSE DELETION**:** Request deletion of a course that has not been offered for 3 or more years, when the course is no longer essential, or when it is abolished on CCCNS.
		1. Procedure: Fill out the Delete section of the CIP Course Design or Revision form. Submissions will route electronically to include review by the Division Dean, Associate Dean or Delegate, prior to the posted CIP deadlines. Incomplete requests will be returned and may not be considered at the requested CIP meeting.
	2. COURSE CHANGE**:** Request that an existing PPCC course be modified. A Course Change is requested for a change in schedule type, change in contact hours, and change in co- or pre-requisites. Any other changes to existing PPCC courses must be requested at the state level.
		1. Procedure: Fill out the Modify section of the CIP Course Design or Revision form. Submissions will route electronically to include review by the Division Dean, Associate Dean or Delegate, prior to the posted CIP deadlines. Incomplete requests will be returned and may not be considered at the requested CIP meeting.
	3. COURSE ADDITION:Request to add a course that currently exists on the CCCNS database to the PPCC course listings.
		1. Procedure: Fill out the Add section of the CIP Course Design or Revision form. Information MUST match the CCCNS course listing or the form will be returned. Submissions will route electronically to include review by the Division Dean, Associate Dean or Delegate, prior to the posted CIP deadlines. Incomplete requests will be returned and may not be considered at the requested CIP meeting.

1. **ACTION ITEMS** [COURSE/PROGRAM DESIGN OR REVISION]
	1. COURSE DESIGN OR REVISION

CIP Action Items must be presented for vote at two separate CIP meetings. Action Item forms must be completed and submitted by CIP meeting deadlines to be considered. All action items must be CIP approved BEFORE they are submitted to the state for review. **Only one request per form.**

* + 1. Course Design:Request to offer a new course that is not listed on the CCCNS database. If the course is designed for transfer, it must be approved for transferability prior to submission to CIP. Please channel all transferability approval requests through the Coordinator of Articulation and Transfer. [To be considered generally transferable, a transfer agreement must exist with PPCC and a minimum of six universities, two of which must be UCCS and CSU-Pueblo.]
		2. Procedure: Fill out the CIP Course Design or Revision Form and complete the Official CCCNS Course Template. Submissions will route electronically to include review by the Division Dean, Associate Dean or Delegate, prior to the posted CIP deadlines. Incomplete requests will be returned and may not be considered at the requested CIP meeting.
		3. The course design is submitted for vote at two separate CIP meetings. If the new course design passes two CIP votes, the course is submitted to the state by the office of the VPIS for review. The course may be offered as a selected topic while under review. The course will be added to the PPCC database once it is listed on the CCCNS Official Database.

b. Course Revision**:** Request to amend a course that is currently listed on CCCNS. Requests that must be submitted to the state as a revision to CCCNS include a change in prefix, title, number, credit hours, or course description.

* + 1. Procedure: Fill out the CIP Course Design or Revision Form, and complete the Official CCCNS Course Template. Send electronically per instructions outlined in “Proposal Submissions” to include review by the Dean, prior to the posted CIP deadlines. Incomplete requests will be returned and may not be considered at the requested CIP meeting.
		2. The course revision is submitted for vote at two separate CIP meetings. If it is voted in, the course revision is submitted to the state by the office of the VPIS for review. The revisions cannot be acted upon until approved by the state.

2. PROGRAM DESIGN OR REVISION

1. Program Design:Request to offer a new program or certificate not currently offered at PPCC
	1. Procedure: Fill out the CIP Program Request Form and complete the attached program layout to include total credit hours. Submissions will route electronically to include review by the Division Dean, Associate Dean or Delegate, prior to the posted CIP deadlines. Incomplete requests will be returned and may not be considered at the requested CIP meeting.
	2. All information must be submitted by the CIP submission deadline for review. Program designs MUST pass two voting sessions. After the first reading and approval, the new program is submitted to the state electronically by the program’s submitting party at [http://ctep.cccoes.edu/progappr/login.jsp.](http://ctep.cccoes.edu/progappr/login.jsp) If revisions are approved during the second CIP reading, such revisions can be made to the submission while it is in the state approval process. The submitting party will be the primary contact for all questions about the submission.
	3. The program can be listed in the catalog as pending as soon as it has passed two CIP votes and has been submitted to the state. Programs can only be listed as pending approval in ONE catalog. If a program is still pending approval at the printing of the subsequent catalog, the program will be deleted from the catalog.
2. Program Revision**:** Request to change an existing program offered at PPCC, or to add a certificate to an existing program.
3. Procedure: Fill out the CIP Program Request Form and complete the attached program layout to include total credit hours. Submissions will route electronically to include review by the Division Dean, Associate Dean or Delegate, prior to the posted CIP deadlines. Incomplete requests will be returned and may not be considered at the requested CIP meeting. All information must be submitted by the CIP submission deadline for review. Program revisions MUST pass two voting sessions prior to submission to the state level. After approval, the new program is submitted to the state electronically at <http://ctep.cccoes.edu/progappr/login.jsp>by the program’s submitting party. The submitting party will be the primary contact for all questions about the submission.
4. The program revision can be listed in the catalog as pending as soon as it has been through CIP and has been submitted to the state.