

Approved 4/17/12

ALIGNMENT PROCEDURES FOR COURSES AT GROSSMONT AND CUYAMACA COLLEGES

- STEP 1:** Before developing a course outline, notify the other institution of your intent to develop the course by using the Curriculum Initiation Notification Form.
- STEP 2:** Using the following guidelines, identify your intent from the following selections:
- Course additions for programs that exist at both colleges
 - If the other college already has the course, then
 - Submit a Course Alignment Verification Form
 - The initiating department will be responsible for including the course outlines from each college when curriculum packets are submitted to the appropriate dean.
 - If the other college does not already have the course, then
 - Submit a Curriculum Development Letter of Intent
 - Course modifications for programs that exist at both colleges
 - If the other college also has the course, then
 - Submit a Course Alignment Verification Form
 - The initiating department will be responsible for including the course outlines from each college when curriculum packets are submitted to the appropriate dean.
 - If the other college does not already have the course, then
 - Submit a Curriculum Development Letter of Intent
 - Course deletions for programs that exist at both colleges
 - Submit a Curriculum Development Letter of Intent
 - Course additions, modifications, and deletions for programs that exist at one college
 - No action needed beyond the local college curriculum approval process
- STEP 3:** All curriculum alignment items requiring action from both curriculum committees must be approved by both committees prior to being sent forward as part of the Governing Board curriculum docket item.

MEDIATION PROCESS FOR FACILITATING ALIGNMENT ISSUES

When alignment issues arise that cannot be resolved by the discipline faculty, their chairs/coordinators, and their counterparts at the other college, the following process will be used to address the situation:

1. The faculty initiator will send an email detailing the alignment issue to the Curriculum Committee co-chairs, pertinent deans, and department chairs in both colleges.
2. Upon receipt of the email the Curriculum Committee co-chairs at the initiating college will begin a dialog with all appropriate stakeholders to facilitate a resolution of the alignment issue.
3. If successful, the recommendations for resolving the issue will then go through the usual procedures for curriculum approval to ensure that there are no unforeseen or negative consequences for students or college processes. When both curriculum Committees have voted to approve the recommendations, they will be forwarded to the Governing Board as part of the curriculum docket item.
4. In the event that this mediation fails to resolve the conflict, the proposed addition or modification will be withdrawn and the already existing course will remain in place.

DBP

COURSE ALIGNMENT CRITERIA

IDENTICAL ITEMS:

- Subject
- Subject Number
- Title
- Units
- Prerequisite
- Co-requisite
- Degree applicable/non-degree applicable status
- Baccalaureate designation
- General Education designation
- Basic Skills designation

VERY SIMILAR ITEMS:

- Recommended Preparation
- Course Description
- Course Objectives
- Course Content

VARIABLE ITEMS:

- Instructional Facilities
- Method of Instruction
- Method of Evaluation
- Outside Class Assignments
- Required Text

COURSE ALIGNMENT VERIFICATION FORM

Date: _____ Initiator: _____ Cuyamaca ☐
 Course No. _____ Course Title: _____ Grossmont ☐
 Date submitted to the Curriculum Committee _____

ALIGNMENT CRITERIA	
Identical Components	Very Similar Components
Subject	Recommended Preparation
Subject Number	Course Description
Title	Course Objectives
Units	Course Content
Prerequisite	
Co-requisite	
Degree applicable/non-degree applicable status	
Baccalaureate designation	
General Education designation	
Basic Skills designation	

VERIFICATION STATEMENT:

We, the undersigned, verify the course alignment criteria have been met (space for comments as needed on back).

 Cuyamaca Faculty Initiator/Counterpart Date

 Grossmont Faculty Initiator/Counterpart Date

 Department Chair/Coordinator Date
 Cuyamaca College

 Department Chair/Coordinator Date
 Grossmont College

 Name of Department, Cuyamaca College

 Name of Department, Grossmont College

 Articulation Officer, Cuyamaca College Date

 Articulation Officer, Grossmont College Date

 Dean, Cuyamaca College Date

 Dean, Grossmont College Date

 Vice President, Cuyamaca College Date

 Vice President, Grossmont College Date

Comments:

Signature	Position/site	Date
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Comments:

Signature	Position/site	Date
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Comments:

Signature	Position/site	Date
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