South Central College’s Curriculum Committee would like to clarify the process for new programs, redesigned programs, and common course outlines.

**New Program Proposal**

New Program Proposals need to come before the Curriculum Committee for approval. This will trigger the steps that carry the proposal to MnSCU’s Program Navigator. MnSCU has a **Program of Intent phase** for new programs. This is the commenting phase for other MnSCU colleges and universities to review the Program Proposal which identifies all of the course offerings with credit values. This phase should take no longer than 10 days for other MnSCU institutions to comment and to gain MnSCU’s Program Proposal. Once this proposal is approved, the program has 60 days to complete the proposal into the actual Program Design.

Once the Program Proposal is approved from MnSCU, then within the 60 days the new program needs to provide the Curriculum Committee with the actual Program Design and all Common Course Outlines (CCOs). The new Program Design will require 2 reads and each new CCO will require 2 reads, with all of the necessary forms (and signatures). After the second read, all of the program design material will be uploaded to MnSCU’s Program Navigator to complete the process. This completes the process both internally and within MnSCU.

**Program Redesign that Changes the Credit Totals**

Program Redesigns that change credit totals need to come before the Curriculum Committee for approval. This will trigger the steps that will carry the proposal to MnSCU’s Program Navigator. MnSCU has a **Program of Intent phase** for program redesigns that change total credit amounts. The commenting phase for other MnSCU colleges and universities to review the Program Redesign outlines all of the course offerings with credit values. This phase for other MnSCU institutions to comment should take 10 days. Once this proposal is approved through MnSCU, the program has 60 days to complete the redesign.

Once the Program Redesign is approved from MnSCU, then within 60 days the redesigned program needs to provide the Curriculum Committee with the Program Redesign and all new Common Course Outlines (CCOs). The new Program Redesign will require 1 read and each new CCO will require 2 reads, with all of the necessary forms (and signatures) completed. After the second read, all of the program redesign material will be uploaded to MnSCU’s Program Navigator to complete the process. This completes the process both internally and within MnSCU.

**Program Redesign that Do Not Change Credit Totals**

Program Redesigns that do not change credit totals, need to come before the Curriculum Committee for approval. The Program Redesign will require 1 read and each new CCO will require 2 reads, with all of the necessary forms (and signatures) completed. After the second read, all of the Program Redesign material will move through SCC’s internal process for implementation.