

SHARED COURSES: When to use the SHARED COURSE approval process.

DEFINITION: A Shared course is a course that has the same course identifier and number as a course at Las Positas. Most of the ECD (Early Childhood Development), some of the CHEM (Chemistry) courses, an ENGR (Engineering), CNT (Computer Networking Technology), ESYS

When you are modifying a course, using the COVER element on the Course Check list...at the bottom of this screen is a Check off point that asked "SHARED COURSE WITH LAS POSITAS". The default is NO, however there are still few shared courses so you may select YES if you are modifying a shared course. When you select YES the notation (see below) appears.

If you modifying a SHARED COURSE and are changing ANY of the listed elements, then you need to use the SHARD COURSE Modification approval process.

NOTATION on CURRICUNET (COVER)

The screenshot shows a web form titled "Chabot College CCC Transfer Counsel...". The main section is "Proposal Information". It includes fields for "Effective Date" (Year: 2017, Semester: Fall), "Shared with Las Positas College" (Yes/No radio buttons, with "Yes" selected), and a list of items to coordinate with Las Positas: Title, Course description, Units/Hours, Advisories, pre-requisites, co-requisites, strongly recommended, Transfer patterns, Grade option, Placement in local (LPC or Chabot) AA/AS degree pattern, and Substantive in Measurable Objectives, Course Content, and Evaluation areas. Below this list is a note: "If you change any of the above items, agreement on the changes must be reached and a proposal created by your colleagues at Las Positas before your proposal can be submitted to the Curriculum Committee." There are also fields for "Rubric" (a dropdown menu) and "Course #" (a text input). At the bottom are "Save", "Finish", and "Cancel" buttons. A red warning message on the right says "recommenda again on the 'Requisites' p".

You have indicated that you are revising a course that is shared with Las Positas College. If you are planning to change any of the following items, you will need to coordinate with your colleagues at Las Positas AND use the SHARED COURSE MODIFICATION Approval Process to make your curriculum changes.

- Title
- Course description
- Units/Hours
- Advisories, pre-requisites, co-requisites, strongly recommended
- Transfer patterns
- Grade option

- Placement in local (LPC or Chabot) AA/AS degree pattern
- Substantive changes in Measurable Objectives, Course Content, and Evaluation areas

If you change any of the above items, agreement on the changes must be reached with your discipline colleagues at Las Positas before your proposal can be submitted to the Curriculum Committee.

IF YOUR CURRICULUM CHANGES DO NOT INVOLVE THE ABOVE...USE THE REGULAR COURSE MODIFICATION APPROVAL PROCESS.