Basic* Course Outline of Record (COR) Process in CourseLeaf

- New course: Faculty author creates COR, completing all necessary sections of the form, including supplemental forms (Content Review, Cross-Listed Course, Distance/Online Learning, Foothill GE, Stand Alone), if applicable. During this time, author also enters SLOs in TracDat.
- Updating an existing course: Faculty author makes desired edits to the course information on the COR. During this time, faculty author also updates SLOs in TracDat, if necessary, and fills out any applicable supplemental forms (Content Review for any new or changing requisites, Distance/Online Learning if course newly being taught online/hybrid, Foothill GE if submitting for new GE status) within the COR form in CourseLeaf.

Articulation Officer
- Articulation Officer reviews course for possible transferability, which is noted on the COR. Feedback may be sent to Faculty author regarding COR elements that may affect desired transferability, including change to course number. May return COR to faculty if changes are needed. Note: Non-credit and most Apprenticeship CORs are not reviewed by Articulation Officer, as these courses are non-transferable (AO receives FYI notification).

Division Dean
- Dean checks hours-to-units and reviews course information. Adds load, seat count, and FOAP (budget code), and ensures SLOs have been entered in TracDat. May return COR to faculty if changes are needed.

- Faculty author receives notification that Dean has approved the COR, and has the opportunity to review what the Dean has entered. Note: This is no longer an approval step in the process, just an FYI notification.

Division Curriculum Rep
- Curriculum Rep verifies that all required fields on the COR (including applicable supplemental forms) have been completed and that COR is compliant with Title 5. May return COR to faculty if changes are needed; otherwise, brings COR to Division Curriculum Committee for approval. Note: All members of Division CC receive notification of COR submission, but only the Curriculum Rep has access to approve the COR.

Curriculum Coord. Review1
- Curriculum Coordinator reviews course information, verifies hours-to-units, checks load calculation, and ensures all applicable supplemental forms have been completed. Ensures COR is State and Title 5 complaint. Also checks to ensure SLOs have been entered in TracDat.

Curriculum Coord. Review2
- Curriculum Coordinator begins the final steps in the process: 1. Forwards course to the FHDA Board of Trustees for approval; 2. Submits course to the State Chancellor's Office via their electronic system (Curriculum Inventory).

Activation
- The COR is fully approved and active in the catalog, for the effective term listed on the COR, and is available for scheduling.

*Some CORs require additional approval steps following Curriculum Coordinator Review1; please refer to "New Course Creation Steps" document for details.