
Tohono O'odham Community College

TO: FACULTY, HIMDAG COMMITTEE, & ADMINISTRATION

FROM:

SUBJECT: NEW COURSE REQUEST

DATE:

CC: DEAN OF ACADEMICS

1. Name of Initiator(s):
2. What is name of course being changed:
3. How was the course level (i.e. 100 or 200) determined?
4. What is the course description?
5. What are the student learning outcomes for the course?
6. How many credits are in the course? Is the course lab loaded, if so how many credits are lab?
7. What is the recommended outline for the course?
8. List any prerequisites or co-requisite and provide justification?
9. According to AZtransfers does the course meet requirements for transfer? (Note: Faculty and Dean's office should explore this, but official determination cannot be made until after the course has gone through TOCC's curriculum process and officially submitted to AZtransfer)
10. Is this a general education course or program course? (Please explain how the course supports the learning outcomes for general education and/or program outcomes.)
11. Will TOCC need to purchase any new equipment or other resources (other than textbooks) to support this course (recommended)?
12. Will TOCC need to add new staff/faculty to support this course (recommended)? (If yes, specify number of staff/faculty and field(s) of specialization)
13. How does this course meet our community's needs?

14. Culturally sensitive matters (e.g. seasonal storytelling limitations, verbal & non-verbal communication, gender restrictions, survey methods, etc.):
15. Describe how this course supports the TOCC vision statement: “The Tohono O’odham Community College’s vision is to become the Tohono O’odham Nation’s center for higher education, and to enhance the Nation’s participation in the local, state, national, and global communities.”
16. Describe how this course supports the TOCC mission statement: “As an Accredited and Land Grant Institution, our mission is to enhance the unique Tohono O’odham Himdag by strengthening individuals, families, and communities through holistic, quality higher education services. These services will include research opportunities and programs that address academic, life, and development skills.”
17. Describe how this course addresses TOCC’s goals: (may address any number of goals)
 1. To strengthen academic learning that will reinforce a strong competitive spirit to participate in an ever-changing society.
 2. To include O’odham Elders as primary resources, instructors, advisors and counselors as a means of reinforcing Tohono O’odham Himdag.
 3. To recruit highly qualified faculty and staff who are dedicated to the art of teaching, advising, and service specifically to the Tohono O’odham Community.
 4. To ensure the integration of appropriate Tohono O’odham Himdag in the physical environment, curriculum, and processes of the College.
 5. To ensure that curricular offerings are relevant to the needs of individuals and communities in fundamental skills, i.e., general reading, writing and math skills.
 6. To establish a technology core that will enable the students and the broader community to meet the challenges of the future.

Submission of Curriculum

1. Responsible Faculty/Staff Name

2. Other Individuals involved in Curriculum development?

3. Curriculum falls under which division?

- Education Division
 Sustainability Division

4. What type of curriculum request?

- New Program
 New Course
 Program Modification
 Course Modification

5. Name of Curriculum Request

6. Briefly describe curriculum request.

7. Submit curriculum request

Choose File

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1. Curriculum Committee Chair Name

2. Date of Review

Date / Time

Date



3. Which Type of Curriculum

- New Program
- New Course
- Program Modification
- Course Modification

4. Title of Curriculum Request

5. Results of Review

- Curriculum was approved with no recommendations.
- Curriculum was approved with recommendations that were reviewed and approved by the curriculum developer(s). (Please submit clean copy of curriculum without track changes)
- Curriculum was denied by the curriculum committee. (Answer question 6)
- Other (please specify)

6. If curriculum was denied by curriculum committee, please provide reason?

7. Curriculum Committee consensus results.

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|-----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Number of members who voted "Yes" | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Number of members who voted "No" | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Number of members who "abstained" | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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Himdag Committee Review

1. Himdag Committe Chair or representative Name

2. Date of Review

Date / Time

Date

3. Which Type of Curriculum

- New Program
- New Course
- Program Modification
- Course Modification

4. Title of Curriculum Request

5. Results of Review

- Curriculum was approved with no recommendations.
- Curriculum was approved with recommendations that were reviewed and approved by the curriculum developer(s). (Please submit clean copy of curriculum without track changes)
- Curriculum was denied by the Himdag committee. (Answer question 6)
- Other (please specify)

6. If curriculum was denied by Himdag committee, please provide reason?

7. Himdag Committee consensus results.

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|-----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Number of members who voted "Yes" | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Number of members who voted "No" | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Number of members who "abstained" | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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TOCC Leadership/Administrative Review

1. Dean of Academics or Dean of Sustainability

2. Date of Review

Date / Time

Date

3. Which Type of Curriculum

- New Program
- New Course
- Program Modification
- Course Modification

4. Title of Curriculum Request

5. Results of Review

- Curriculum was approved with no recommendations.
- Curriculum was approved with recommendations that were reviewed and approved by the curriculum developer(s). (Please submit clean copy of curriculum without track changes)
- Curriculum was denied. (Answer question 6)
- Other (please specify)

6. If curriculum was denied , please provide reason?

7. Consensus results.

| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|-----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Number of members who voted "Yes" | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Number of members who voted "No" | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Number of members who "abstained" | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Other (please specify)

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Approved Curriculum

To be completed by Dean of Academics, Dean of Sustainability, or Academic Coordinator.

1. Name of Curriculum

2. Date of final approval

Date / Time

Date

3. Type of Curriculum

- New Program
- New Course
- Program Modification
- Course Modification

4. Approving bodies (Mark all bodies that have approved the curriculum)

- Education Division or Sustainability Division (Dean's Office)
- Faculty Representatives via the Faculty Senate Curriculum Committee
- Himdag Committee
- Leadership/Administration
- TOCC President's Office
- (If applicable) Board of Trustees

5. Curriculum has been updated in the following systems

- Jenzabar
- Official TOCC catalog
- TOCC website

6. Upload finalized clean copy of curriculum

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