For every proposal, please complete the [Minutes Report Form](https://www.rccd.edu/admin/ed_services/curr/documents/proposal_forms/Minutes_Report.docx) and attach it to your proposal in Curriqunet with the minutes.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **District Discipline** | **College Discipline** | **District Discipline Communication** | **Originating Department** | **Honors Committee\*** | **Discontinuance Task Force** |
| **Courses** | **New Course** | ✓ |  |  | ✓ | \* |  |
| **Major Modification** | ✓ |  |  | ✓ |  |  |
| **Minor Modification** | ✓ |  |  | ✓ |  |  |
| **Course Deletion** | ✓ |  |  | ✓ | \* |  |
| [**Course Inclusion**](https://www.rccd.edu/admin/ed_services/curr/documents/proposal_forms/Course_Inclusion.docx) |  | ✓ | ✓ | ✓ | \* |  |
| [**Course Exclusion**](https://www.rccd.edu/admin/ed_services/curr/documents/proposal_forms/Course_Exclusion.docx) |  | ✓ | ✓ | ✓ | \* |  |
| [**Extensive Lab**](https://www.rccd.edu/admin/ed_services/curr/documents/proposal_forms/Extensive_Prep_Lab_Request_Form.docx) | ✓ |  |  | ✓ |  |  |
| [**RCCD GE Modification**](https://www.rccd.edu/admin/ed_services/curr/documents/proposal_forms/RCCD_GE_Revision.docx) | ✓ |  |  | ✓ |  |  |
| **Distance Education** | [**New DE**](https://www.rccd.edu/admin/ed_services/curr/resources.html) | ✓ |  |  | ✓ | \* |  |
| [**DE Modification**](https://www.rccd.edu/admin/ed_services/curr/resources.html) | ✓ |  |  | ✓ |  |  |
| **Programs** | [**New Program**](https://www.rccd.edu/admin/ed_services/curr/resources.html) |  | ✓ | ✓ | ✓ |  |  |
| [**Modification**](https://www.rccd.edu/admin/ed_services/curr/resources.html) |  | ✓ | ✓ | ✓ |  |  |
| [**Discontinuance**](https://www.rccd.edu/admin/ed_services/curr/documents/proposal_forms/Program_Discontinuance.docx) |  | ✓ | ✓ | ✓ |  | ✓ |

*\*Honors committee approval is required only for honors proposals.*

**Minutes Types**

**District Discipline:** A vote from the discipline at each college that offers the course. If a college does not offer the course, that college’s discipline does not vote. Each college counts as a single vote on whether to approve a proposal. A majority of colleges must vote to approve the proposal in order for it to move forward.

**College Discipline:** A vote from the discipline only at the college originating the proposal.

**District Discipline Communication:** An e-mail notification to the district-wide discipline regarding the proposal. This is a communication to the district-wide discipline only, and not a vote of approval.

**Originating Department:** A vote from the department only at the college originating the proposal.

**Honors Committee:** A vote from the honors committee at each college offering the course.

**Discontinuance Task Force:** A vote from the discontinuance task force per BP/AP 2021.