Fast Track Submission Form is designed to "Fast Track" modifications (not require CRC Committee and Academic Senate approval) to one or more of the following course outline items:

1) CLO Modifications
2) Course Objectives (EPC/Senate need to come to consensus about specific meaning of objective)
3) Course Topics In Outline Form (modifications limited to updates in new technologies and field knowledge)
4) Recommended Prior Course Work (recommendation is suggestion but not requirement)
5) Course Alpha, Number, Description and Title (ONLY for System Alignment)*
6) Change of Contact Hours (ONLY for System Alignment)

*This Fast Track option is only for those courses reviewed for common course alpha, number, and/or title at the system level. Modifications must be approved by March 10th to be included in new catalog.

Each type of modification is on a separate page. To conserve paper, print out and submit:
1) This cover sheet, 2) only the page(s) for the modifications you are requesting, and 3) signature page.

COURSE MODIFICATION INFORMATION

Proposer: ___________________________ Date of Proposal: ______

Course Alpha/Number: ___________________________

Course Title: ___________________________

Course Description:

Specify the "Fast Track Item(s)" being modified:

☐ CLO Modifications  (CLOs = Measurable skills obtained by students)

☐ Course Objectives  (Objectives = teacher-initiated steps to achieve SLOs)

☐ Course Topics in outline form

☐ Recommended prior course work

☐ Course Alpha, Number, Description and Title (ONLY for System Alignment)

☐ Change of Contact Hours (ONLY for System Alignment)

PROPOSER SIGNATURE ___________________________
COURSE MODIFICATION
FAST TRACK SUBMISSION FORM

Course Alpha/Number: __________________________________________________________

COURSE LEARNING OUTCOMES (CLOs)

CURRENT CLOS


PROPOSED CLOS


COURSE MODIFICATION FAST TRACK SUBMISSION FORM – COURSE LEARNING OUTCOMES

Initials: _____Catalog _____Curriculum _____VCAA

Last Modified: 1/2014
COURSE MODIFICATION
FAST TRACK SUBMISSION FORM

Course Alpha/Number: ____________________________________________________

COURSE OBJECTIVES

CURRENT OBJECTIVES


PROPOSED OBJECTIVES


COURSE MODIFICATION FAST TRACK SUBMISSION FORM – COURSE OBJECTIVES

Initials: _____Catalog _____Curriculum _____VCAA

Last Modified: 1/2014
COURSE MODIFICATION
FAST TRACK SUBMISSION FORM

Course Alpha/Number: _______________________________________________________

COURSE TOPICS

CURRENT TOPICS (in outline form)

PROPOSED TOPICS (in outline form)

Initials: _____Catalog _____Curriculum _____VCAA
RECOMMENDED PRIOR COURSE WORK

CURRENT RECOMMENDED PRIOR COURSE WORK

PROPOSED RECOMMENDED PRIOR COURSE WORK

COURSE MODIFICATION FAST TRACK SUBMISSION FORM

Initials: ____Catalog _____Curriculum _____VCAA

Last Modified: 1/2014
Course Alpha/Number: ______________________________

**SYSTEM ALIGNMENT**

This Fast Track option is only for those courses reviewed for common course alpha, number, and/or title at the system level. Modifications must be approved by March 10th to be included in new catalog.

**Course Alpha/Number: Home Institution**

Current: ______________________________

Proposed: ______________________________

**Course Title**

Current: ______________________________

Proposed: ______________________________

**Course Alpha/Number: Affiliated UH Campus**

Current: ______________________________

Proposed: ______________________________

**Course Title**

Current: ______________________________

Proposed: ______________________________
SIGNATURE PAGE

Signature of Proposer
☐ A check here, which is required, indicates that all tenured/tenure-track faculty who have taught this course within the past 5 years approved this proposal.

Signature of the Division/Department Chair
☐ A check here, which is required, indicates that all tenured/tenure-track faculty who have taught this course within the past 5 years approved this proposal.

Signature of the Dean
APPROVE  /  DISAPPROVE

Reason for Disapproval (if any):

Signature of CRC Chair
APPROVE  /  DISAPPROVE

Reason for Disapproval (if any):

Signature of the Vice-Chancellor for Academic Affairs
APPROVE  /  DISAPPROVE

Reason for Disapproval (if any):

COURSE MODIFICATION FAST TRACK SUBMISSION FORM – SIGNATURE PAGE