## **Department Level Processes**

Initiate department level discussion

Develop proposal in accordance with department procedures



Review SSIS tip sheet for compliance

Obtain department approval

## Preparation for Submission

Prepare for submission on CourseLeaf. Campus CourseLeaf resources <u>https://www.csus.edu/academic-</u> affairs/curriculum-workflow/index.html Obtain email confirmation of consultation with affected departments and attach to CourseLeaf submission

Verify completion of all necessary steps See Curriculum tip sheet <u>https://www.csus.edu/college/social-sciences-</u> interdisciplinary-studies/internal/curriculum.html

## College Submission

STEP 1: Post required information to the **Listserv 2 weeks** in advance of the SSIS Curriculum Committee meeting



STEP 2: Department Chair will approve course in **CourseLeaf**, which elevates it to the college level at least **1 week** in advance of the SSIS Curriculum Committee meeting

## Proposal Review by SSIS Curriculum Committee

SSIS Curriculum Committee meets every 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month to review proposals in the order submitted on CourseLeaf (all steps of submission must be completed-see above for deadlines)

