

Common Course Numbering Workflow / Timeline

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 References: BOR policy 301.5.5
 Approved by: ASCRC

In addition to the usual campus review, any new courses or certain changes to existing courses (course number, title, learning outcomes) must be vetted via the common course numbering scheme. The proposing faculty member or department should reference the [CCN Course Guide](#).

Course syllabi must specify learning outcomes expected of students completing the course. These will be used by the proposal's reviewers and by faculty in the future to determine whether it's unique or equivalent to another listed course.

CCN Sequence	Process Steps	Critical considerations
1. Faculty proposes new course or course change	Prepare course proposal forms	<p>Course forms and instructions are available on the Faculty Senate Website.</p> <ul style="list-style-type: none"> • Include detailed syllabus. • Define and list learning outcomes • Identify discipline (prefix) and level (100,200, ...) <p>The syllabus must include student learning outcomes. These are used to review the course and to determine whether the course is unique or equivalent to another listed course.</p>

2. Faculty check for similarity to existing courses at UM	Search catalog Contact affected departments	<p>Has the similar UM course undergone CCN revision?</p> <p>Yes: Are proposed syllabus and Learning Outcomes 80% similar?</p> <ul style="list-style-type: none"> • Rationalize proposed course with existing course. • Similar course offerings must bear same prefix and number. • Affected department(s) must sign-off on proposed course <p>No: Complete course preparation forms as new course.</p>
3. Faculty check for similarity to courses in CCN database.	For new or revised course, search CCN database for similar courses	<p>Has the MUS discipline gone through the CCN review / renumbering process?</p> <p>Yes: check the array of courses for potential equivalencies</p> <ul style="list-style-type: none"> • as needed, contact offering faculty/departments and/or FLOC members to get more details • Additional CCN guidelines and information. <p>Does the course appear to be equivalent to another listed in the array?</p> <ul style="list-style-type: none"> • Verify the apparent equivalency in terms of similar learning outcomes (75-80%?) • If equivalency seems confirmed, assign existing CCN discipline, title, and number to course <p>If not equivalent, review the array and assign unique title and number to ensure a logical “fit” of the new entry in the array</p> <p>No: proceed as you always have.</p>
4. Department Head / Dean reviews proposed change	Review CCN for alignment issues (et al.)	Verifies compliance with CCN procedures .
5. ASCRC and Transfer Liaison reviews proposed change	Review proposal for certification review of CCN alignment.	Considers alternative disciplinary alignments that might reveal unanticipated equivalencies that could raise concerns both on campus and elsewhere in the system.
6. Campus Approval		Consent agendas are approved by Faculty Senate usually at the Nov / Dec meetings

7. Notification of UM action		Departments notified of completion of internal review during winter break. OCHE provided with list of new and changed courses to incorporate into the array. Learning outcomes entered into OCHE's database.
8. Notification of OCHE action (CCN) and Final approval		OCHE informs University Point of Contact and Registrar's Office of CCN review determination and courses are entered into the catalog and setup in Banner. Departments are notified of any changes that arise from the internal review.