META Workflow Types

Courses

New or Reinstatement
- Proposing a new course
- Proposing the reactivation of a course that was previously deactivated

Non-Substantial Change
- No changes that alter the essence of the course; and
- No change in *units or hours*; and
- No change in pre/co-requisite(s)/skills advisories; and
- No substantial change in objectives or outcomes (essence remains the same); and
- No significant change in content/presentation/evaluation
- Slight change in title is acceptable

Substantial Change
- Changes that *do* alter the essence of the course; or
- Changes in *units* or *hours*; or
- Changes in pre/co-requisite(s)/skills advisories; or
- Substantial changes in objectives or outcomes (alters essence of the course); or
- Significant changes in content/presentation/evaluation (alters essence of the course)

SLO Update Only
- *Only* changes to the student learning outcomes

For Distance Education*
- Proposing an existing course for approval as Distance Education
- Note: the course must also be updated as part of this process if it has been more than two years since the last update.

For Global Citizenship*
- Proposing an existing course to fulfill the SMC Global Citizenship Graduation Requirement
- Note: the course must also be updated as part of this process if it has been more than two years since the last update.

Programs

New Degree/Certificate
- Proposing a new degree or certificate

Non-Substantial Change
- No changes that alter the essence of the program; and
- No change in *total units*; and
- No change in *required courses*; and
- No substantial change in program learning outcomes (essence remains the same).
- Slight change in title is acceptable.
- Addition or deletion of *restricted electives* is acceptable

Substantial Change
- Changes that alter the essence of the program (including significant title change); or
- Change in *total units*; or
- Change in *required courses*; or
- Additions or deletions of "concentration options"