Process for Additional General Education Course Development and Approval

		Proposing College	Wisconsin Technical College System	Review Team
STAGE 1: Development of the Proposed Course	Timeline: Dependent on Proposing College (Est. 4 weeks)	**Step 1 - Conduct** internal course review process **Step 2 - Survey** articulation partners and/or **Document** business and industry standards **Step 3 - Prepare** course documentation **Step 4 - Document** need or exceptional circumstance		
STAGE 2: Review of and Feedback on Proposed Course	Timeline: Estimate 8 weeks, includes minimum of 4 weeks posting to curriculum bank	**Step 1 - Post** course to Work in Progress Section of Curriculum Bank **Step 1 - Notify** WTCS of posting **Step 3 - Gather** online feedback **Step 7 - Review** feedback **Step 7 - Make** revisions **Step 7 - Prepare** final documents **Step 8 - Submit** final documentation to WTCS Associate Vice President	**Step 2 - Notify** Deans of posting **Step 4 - Create** External Review Team	**Step 5 - Examine** curriculum bank feedback **Step 5 - Discuss** course via WisLine or face-2-face **Step 6 - Document** comments **Step 6 - Forward** comments to proposing college
			Deadlines to have course added to system list: Jan 15, May 15, Sept 15	
STAGE 3: Course Approval Process	Timeline: 1-2 weeks		**Step 1 - Make** recommendations on further action **Step 2 - Send** letter to proposing college	
STAGE4: Course Implementation Upon WTCS Approval	Timeline: 1-2 weeks	**Step 2 - Implement** WTCS curriculum development/modification process	**Step 1 - Assign** system-wide number if included in system-wide list **Step 3 - Post** final documents to Curriculum Bank **Step 4 - Post** final courses for use by 4 year institutions	

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