# SBCTC logo

# BAS Common Course Approval Form

## Step 1: Proposed Common Course Information

Colleges proposing the new BAS common course will designate one point of contact and provide common course information.

| **College Name** | **Name** | **Title** | **Phone** | **E-Mail** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Common Course

|  |  |  |  |
| --- | --- | --- | --- |
| **Prefix** | **Number** | **Course Title** | **Credits** |
|  |  |  |  |

Common Course Catalog Description \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach other required documentation to this form.

## Step 2: Determining Council to Review Proposal

|  |  |  |
| --- | --- | --- |
| **BAS Common Course Subcommittee Chair** | **Email** | **phone** |
|  |  |  |

BAS Chair designates the appropriate council to review the proposal. Please review the BAS Common Course Approval Process. (Check one below).

⬜ Articulation and Transfer Council

⬜ Workforce Education Council

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date materials sent to chair of appropriate council.

## Step 3: First Review and Recommendation

|  |  |  |
| --- | --- | --- |
| **Common Course Subcommittee Chair (ATC or WEC)** | **Email** | **phone** |
|  |  |  |

Recommendation:

⬜ Recommend approval of proposed common course

⬜ Do not recommend approval of proposed common course

Reasons for decision:

1.

2.

3.

If Subcommittee does not recommend approval, this form is sent back to the proposing colleges. See list of contacts in Step 1.

If the Subcommittee does recommend approval, this form is sent to the Chairs of the two other councils’ Common Course Subcommittees (BLC and WEC or ATC)

## Step 4: Second Reviews

Council input is due by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

### BLC Common Course Subcommittee Input

1.

2.

3.

### ATC or WEC Common Course Subcommittee Input

|  |  |  |
| --- | --- | --- |
| **Common Course Subcommittee Chair (ATC or WEC)** | **Email** | **phone** |
|  |  |  |

1.

2.

3.

## Step 5: Instruction Commission Decision

Date recommendation and input sent to Instruction Commission \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

Decision:

⬜ Approved – BAS common course

⬜ Denied – proposed BAS common course

If denied, please provide input on proposal

1.

2.

3.

Send completed form to the following:

* Proposing colleges listed in Step 1
* Council Chairs
* Kathy Goebel, Policy Associate, SBCTC [kgoebel@sbctc.edu](mailto:kgoebel@sbctc.edu)