GROSSMONT COLLEGE (For office use only)

Date Sent

**CURRICULUM DEVELOPMENT** Date Returned

**LETTER OF INTENT**

In order to insure a balanced and relevant curriculum, it is important that faculty and staff be informed of proposed modifications, deletions, and additions of courses and programs. Persons initiating proposed changes that affect other district disciplines are to inform the affected division or department of any proposal through the use of this Curriculum Development Letter of Intent. A meeting of all interested parties should be held if deemed necessary. If an impasse occurs, the initiator of the proposal should contact his or her dean or appropriate administrator who will facilitate further dialogue. Should an agreement not be reached, the Vice Presidents of Academic Affairs at both colleges will be requested to resolve the matter. Through these efforts, it is hoped that a spirit of collegiality will exist and unnecessary duplication of offerings will be avoided.

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| --- | --- |
| **DATE:** |  |

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| **TO:** |  |

Name of Contact Person of Affected District Discipline

|  |  |
| --- | --- |
| **FROM**: |  |

Curriculum Proposal Initiator

|  |  |
| --- | --- |
| **SUBJECT:** |  |

Name of Course (Subject, Number), Program, Certificate

**PROPOSED CURRICULAR ACTION:** Associate DegreeGE  Addition  Deletion  Modification

**Please review the attached course outline and indicate below all concerns regarding this proposal as it relates to offerings in your division. If there are no concerns, please indicate “NONE” and return this form to the Instructional Operations Office within ten working days.**

**CONCERNS:**

Signature of Contact Person of Affected District Discipline Date

*Instructional Operations, 7/04*