

one course on the degree/certificate has a name change, then the modification is considered minor and a modification proposal for the affected degree/certificate will need to be submitted through the course management system.

- Designator change (e.g., CIS 100 to CSIT 110).
- Course unit changes (e.g., MATH 103, 3 units, to MATH 103, 4 units) as long as such changes do not cross the 16-unit threshold, necessitating a change in certificate type (i.e., proficiency versus achievement).
- Substitution (approved by the committee) of a course to replace an existing course in a certificate.
- Addition of an honors course to degrees and certificates that already include its non-honors counterpart (otherwise known as the “parent” course).
- Code adjustments (SAM, SOC, CIP).
- Modification of a course outline of record (COR) in the official database as the result of CPC actions, such as the following:
 - Updating the requisites page when a course designator or number changes.
 - Correcting punctuation, grammar, and/or spelling.
- Modification to an existing degree or certificate, upon department request and with dean approval, to allow the substitution of a higher-level course (only if the higher-level course does not have a different unit value).
- Modification to an existing degree or certificate when an elective course has been sunset.
- Minor name change to a course, upon department request and with department chair and dean approval.
- Modification of three Liberal Arts—Area of Emphasis degrees to add courses approved for CSU GE. The articulation officer notifies all full-time faculty when such approvals are granted.
- Deletion of a degree upon state approval of a similar transfer degree (AA-T or AS-T) provided the respective department supports its deletion.
- Rearrangement of courses between categories of a transfer degree (AA-T or AS-T) due to changes in the state template.
- Textbook updates because of C-ID requests.

1.4 COMPOSITION AND TERMS

The full CPC membership consists of up to fourteen full-time faculty, one associate faculty, three administrators, including the vice president of Instructional Services, two classified staff (one evaluator and one whose job duties relate to curriculum), and one student, all of whom are selected by their appropriate constituent group because they do the following: