NEW COURSE PROCESS FLOW CHECKLIST

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30 days for Curriculum team vetting and submitting recommendations to TN board

TN Board reviews recommendation at next meeting - < 4 weeks

ICA action in 2 weeks

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| --- | --- | --- | --- |
| DATE  | WHO | STEP | COMMENTS |
|  |  | 1. Complete Course Vetting Packet received by Curriculum Team
 | Assign only if vetting packet is complete. Notify submitter of review team appointment |
|  |  | 1. 3 reviewers assigned and materials sent
 |  |
|  |  | 1. Reviewers review materials and return recommendations to CT chair:
2. Approved
3. Approved with reservations
4. Not approved with reasons
 | Reviewers may ask questions or seek additional information from submitter. Reviewers submit recommendation to CT chair. Complete review within \_\_\_ days |
|  |  | 1. Review recommendation received
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|  |  |  A. Approved recommendation received.  | Forward Webpage content to Marketing designee for review, comment, signoffForward completed review package with all materials and attachments to TN Board with cover memo including recommendation for approval.  |
|  |  |  B. Approved with reservations recommendation received | CT designee advises Submitter of reservations. Submitter may elect to make revisions or request that packet be forwarded with reservations. Based on Submitter choice:* If Submitter elects to make revisions, the process stops pending receipt of revised material and new iteration of the review process. Return to Step 1.
* If Submitter elects to proceed with reservations, forward completed review package to TN Board with cover memo describing reservations. Forward webpage content to Marketing designee for review, comment, signoff.
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|  |  |  C. Not recommended with reasons | Notify submitter of review decisions and reasons verbally and in writing. Review process ends here unless Submitter requests further action.Submitter may withdraw submission, make revisions, or submit additional supporting information and request reconsideration. |
|  |  | 1. Notify Submitter according to Step 4 A, B, C, recommendations.
 | Notification should occur within 30 days of receipt of complete submission |
|  |  | 1. TN Board reviews recommendation
 | TN Board designee confirms packet is complete and MT review of website language has been received. If so, places CT recommendation on agenda. Board options:* Approve
* Delay action pending request for additional information
* Forward to ICA with reservations

The TN Board Secretary advises CT and Submitter of action taken.TN Board should act on the recommendation at next regularly scheduled board meeting. Review within 30 days is expected. |
|  |  | 6. A TN Board approves course addition  | TN Board transmits ICA matrix and its required materials to ICA with recommendation for approval.Submitter is cc’d on recommendation notice to ICA. |
|  |  | 6.B. TN Board desires additional information | TN Board designee confers with CT and/or Submitter as appropriate, notifying Submitter of issues that warrant delayed determination and steps for resolution.  |
|  |  | 6.C. TN Board approves course addition with reservations | TN Board designee confers with ICA regarding reservations and resolutions |
|  |  | 1. ICA receives completed packet and all required materials
 | Staff review ICA matrix and confirm receipt of required materials and forward to CEO for execution of copyright agreement.  |
|  |  | 1. ICA steps to be defined through getting course posted on website
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**VETTING REVIEW:**

Submitted to Curriculum Team on \_\_\_\_\_\_\_\_\_ Acknowledgement to submitter sent on \_\_\_\_\_\_\_\_\_\_\_

Assigned for review - date: \_\_\_\_\_\_\_ Assigned reviewers (3): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review team response due: Date\_\_\_\_\_\_ Review team response received: Date\_\_\_\_\_

Review team recommendation:

* Approved
* Approved with reservations
* Not approved with reasons

Submitted to: Marketing – description for [www.top-training.net](http://www.top-training.net) Date

Marketing review response received date

Submitted to: ToP Network Board Date

Board Action:

* Accept and submit to ICA -- Board signature on form. Notify submitter date:
* Request clarification/modification – request to submitter date:

 ICA Action

* Acknowledge receipt date:
* Confirm submission status -- complete \_\_\_\_\_\_ request missing elements \_\_\_\_\_\_
* Completes review within 2 weeks
* Places pilot course offering on web for up to one year.