**Technical Change Memo Criteria**

1. **What is a Technical Change Memo (TCM)?**
   - A TCM is a memo you create requesting a technical change be made to a course. Send an email with a TCM attached to the Curriculum Coordinator for inclusion on the next available curriculum agenda.
   
   • You can locate a generic TCM on the intranet at [www.canyons.edu/intranet](http://www.canyons.edu/intranet) - enter your network user name and password, select “Committee Directory” then select “Curriculum,” scroll to the bottom of the page to locate.

2. **What are some advantages of a TCM?**
   - A technical change does not require action from the curriculum committee other than approval on the Consent Calendar; however, the request must be submitted with a rationale for the change.
   
   • A TCM is submitted in lieu of generating a proposal through WebCMS saving time.

3. **What constitutes a technical change?**
   Per page 10 of the Curriculum Hand Book (located on the intranet):

   **Technical (Information) Changes:**
   - These changes require no review by the Curriculum Committee as long as the Department Chair and Division Dean approve the changes. The following types of changes are considered Technical or Information changes:
     
     • Changes in term length (as long as the correct unit/hour relationship is maintained).
     • Revision in the sections or Methods of Instruction, Assignments, or Methods of Evaluation (as long as these changes are minor and continue to enable students to meet learning outcomes and fully cover the stated content).
     • Addition of a focus area to a special topics course.
     • Updates in text book information.

4. **What changes may NOT be submitted via TCM?**
   Per page 10 of the Curriculum Hand Book (located on the intranet)

   **Substantive Changes:**
“Full review” means a complete analysis of the entire course outline of record by the curriculum committee. The following revisions are some of the “substantive” changes that require full review:

- Change in Catalog and/or Class Schedule Description, Student Learning Outcomes or Content Outline
- Change in Units and hours
- Number of repetitions
- Credit/no credit status
- Prerequisites, Co-Requisites and Advisories
- Distance Learning Supplemental
- Add/drop from an Associate Degree or Certificate program
- Add/drop from the Associate Degree general education list.

Non-Substantive or Minor Changes:
These are changes that do not affect statutory or regulatory curriculum standards, but require review by the committee. The following minor changes may be placed on the consent calendar, but if the committee decides that discussion of the proposed change is necessary, the item will be pulled from the Consent Calendar.

These changes include:

- Minor, non-substantive changes in Catalog or Schedule Description, Learning Outcomes, or Content Outline,
- Change in course number,
- Change in course title,

Note: If the course is transferable, the change will only become effective for a fall term, since mid-year changes impact transfer and articulation.