

# College of Nursing, Health, and Human Services CAAC Review Process

## Step 1: Consultation & Preview Service

Submit all documents to Academic Dean's Office for initial screening .  
Dean's office will offer format and editorial recommendations & return material to program / course leader for revision.

## Step 2: Formal Submission

Submit two sets of documents in hard copy form to the Chair of CAAC to be included on the next meeting agenda with the following lead time:

- Regular review: 4 weeks
- Urgent review: to be determined by the Academic Dean and Chair of CAAC

CAAC Full Review (Forms F1 - F8)

CAAC Expedited Review (Form 9)

## Step 3: Presentation to CAAC

Course/Program leaders will be invited to CAAC meeting for no more than 20 min presentation. No formal feedback nor decision will be available to the presenter.

College CAAC process complete

## Step 4: CAAC's Decisions

Vote (Approval)

- Approval
- Approval with required amendments

College CAAC process complete

Vote (Non-Approval)

Communicate with the Course/Program leaders on the significant curriculum related deficiencies and needed changes

Denied

Tabled

Revised

**CAAC Website:**

<http://www.indstate.edu/nhhs/organization/governance-committees/caac/caac-members.htm>

**CAAC Chair:**

[NHHS-CAAC@indstate.edu](mailto:NHHS-CAAC@indstate.edu)