Change to Curriculum and Catalog Deadlines

**Impetus for this change:** 1) STAR is the arbiter for degree qualification; 2) Registration will be via STAR from fall 2016 for spring 2017 registration. This timeline is not unreasonable as other campuses are already following a similar schedule.

**Communication of this change:** 1) Joni will report to College Council at its November 6th meeting; 2) Deseree will create a flowchart showing CRC timeline and will share with Academic Senate at its November 25th meeting; 2) Joni will share with DCs at its November 19th DC meeting; 3) Joni will share with campus community via e-mail blast.

**Spring 2016 -- Overlap period between old and new which means curriculum changes for both the 2016-2017 and 2017-2018 catalog will take place in Spring 2016.**

January 22, 2016 -- Proposer submit curriculum proposals in Curriculum Central to DC for AY 2016-2017 catalog
Feb. 5, 2016 - DC submit curriculum proposals in Curriculum Central to CRC for AY 2016-2017 catalog

January to March, 2016 -- Faculty work on curriculum ideas with DCs, Deans, and Assessment Coordinator to be effective 2017-2018 catalog. To be included in discussion: 1) Is there a need for a Program Code? 2) Is there a need to submit Substantive Change request to ACCJC? 3) Is the course/Program financial aid eligible? 4) Does this change require BOR approval? 5) Do the pre-requisites and/or co-requisites align with other courses in the program's curriculum? 6) What's the effect on total credits? 7) How will this change affect the overall program's curriculum? 7) Compare the current program curriculum with the proposed curriculum.

April 1, 2016 – Proposer work on inputting into Curriculum Central
May 1, 2016 – Deadline for DC to approve (submit to CRC) in Curriculum Central.

Summer 2016 -- DC/Dean/Assessment Coordinator/Catalog/Curriculum Review

September to December 2016 -- CRC review and recommend/Senate approval/Dean approval/VCAA approval

January 2017 -- Chancellor approval
February 1, 2017 -- Catalog Changes Due
March 1, 2017 -- Programs are built in STAR
April 2017 – Early Registration begins

**Timeline, effective Spring 2017 forward**

January to March -- Faculty work on curriculum ideas with DCs, Deans, and Assessment Coordinator to be **effective in catalog 2 years out**. To be included in discussion: 1) Is there a need for a Program Code? 2) Is there a need to submit Substantive Change request to ACCJC? 3) Is the course/Program financial aid eligible? 4) Does this change require BOR approval? 5) Do the pre-requisites and/or co-requisites align with other courses in the
program's curriculum? 6) What's the effect on total credits? 7) How will this change affect the overall program's curriculum? 7) Compare the current program curriculum with the proposed curriculum.

**February 1** -- Catalog Changes Due (Curriculum changes approved during fall of previous semester and Chancellor approval January of current year), as well as all narrative changes, staff updates, etc.

**March 1** – Approved Program Changes are built in STAR

**April** -- Early Registration via STAR for Fall

**April 1** – Proposer work on inputting into electronic Curriculum Management Database (Catalog effective 2 years out)

**May 1** – Deadline for DC to approve (submit to CRC) in electronic Curriculum Management Database.

**Summer** -- DC/Dean/Assessment Coordinator/Catalog/Curriculum Review

**September to December** -- CRC review and recommend for Senate/Dean/VCAA approvals

**January (following year)** -- Chancellor approval