



AGENDA

Tuesday, March 02, 2010

Yosemite 205 2:40 PM

Updated: February 24

Updated: February 26 (IsM)

I. APPROVAL OF ORDER OF AGENDA

II. APPROVAL OF MINUTES

February 16, 2010

III. NOTIFICATION

- | | |
|-------------|--|
| AGEC 210 | Elements of Agricultural Economics
Course revision of AGECE 210 was approved at the 3/17/09 meeting. At the 2/2/10 meeting, M. Boyd requested the lecture/lab modality (lecture - 2 units, lab - 1 unit) be modified to 3 units of lecture only for articulation purposes and TBA hours compliance. The committee approved this request with the contingency the course outline in CurricUNET would be updated. B. Adams and M. Boyd communicated on 2/24/10 and the CurricUNET revisions were made to reflect the necessary changes, based on the removal of lab component. |
| NURSE 40 L | This 'course' is being inactivated in Datatel as it was never actually a course at all. |
| NURSE 251 L | This 'course' is being inactivated in Datatel as it was never actually a course at all. |
| NURSE 252 L | This 'course' is being inactivated in Datatel as it was never actually a course at all. |
| NURSE 253 L | This 'course' is being inactivated in Datatel as it was never actually a course at all. |
| NURSE 371 L | This 'course' is being inactivated in Datatel as it was never actually a course at all. |
| NURSE 371 L | This 'course' is being inactivated in Datatel as it was never actually a course at all. |
| SPAN 51 L | This 'course' is being inactivated in Datatel as it was never actually a course at all. |
| SPAN 101 L | This 'course' is being inactivated in Datatel as it was never actually a course at all. |
| SPAN 102 L | This 'course' is being inactivated in Datatel as it was never actually a course at all. |

IV. CONSENT

ENGL	161	<p>Film Appreciation</p> <p>Effective: Summer 2010 <i>Expedited!</i></p> <p>MODIFY: Units</p> <p>Enrollment Restrictions: None</p> <p>Distance Education Status: None</p> <p>Materials Fee Status: None</p> <p>Articulation Status: Transfers to CSU and UC.</p> <p>General Education Status: Approved for MJC-GE:C, CSU-GE:C2, IGETC:3B.</p> <p>Rationale: Units need to be increased to match Carnegie formula.</p> <p>Program Impact:</p> <ol style="list-style-type: none">1. English A.A. Degree <p>Note: This course was last reviewed/approved 3/31/2009.</p>	4
SPAN	109	<p>Spanish for Spanish Speakers: Fundamentals</p> <p>Effective: Summer 2010 <i>Expedited!</i></p> <p>MODIFY: Units</p> <p>Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to possess near native ability to speak and understand Spanish, but little or no formal academic training in the language. Determined by test.</p> <p>Distance Education Status: None</p> <p>Materials Fee Status: None</p> <p>Articulation Status: Transfers to CSU and UC.</p> <p>General Education Status: Approved for MJC-GE:C, CSU-GE:C2.</p> <p>Rationale: Units need to be increased to match Carnegie formula.</p> <p>Course Impact:</p> <ol style="list-style-type: none">1. SPAN 110 <p>Program Impact:</p> <ol style="list-style-type: none">1. Spanish A.A. Degree	5
SPAN	110	<p>Spanish for Spanish Speakers: Intermediate</p> <p>Effective: Summer 2010 <i>Expedited!</i></p> <p>MODIFY: Units</p> <p>Enrollment Restrictions: Maintaining: (P) Satisfactory completion of SPAN 109.</p> <p>Distance Education Status: None</p> <p>Materials Fee Status: None</p> <p>Articulation Status: Transfers to CSU and UC.</p> <p>General Education Status: Approved for MJC-GE:C, CSU-GE:C2, IGETC 6A.</p> <p>Rationale: Units need to be increased to match Carnegie formula.</p> <p>Course Impact:</p> <ol style="list-style-type: none">1. SPAN 1122. SPAN 173 <p>Program Impact:</p> <ol style="list-style-type: none">1. Spanish A.A. Degree	5

V. DISCUSSION

Inactivations

INDIS	55	Introduction to Women's Studies Effective: Summer 2010 <i>Expedited!</i> Inactivate Course Impact: 1. SOCS 105 Program Impact: Stand Alone	3
INDIS	61	Hollywood Today Effective: Summer 2010 <i>Expedited!</i> Inactivate Program Impact: Stand Alone	2
INDIS	105	Introduction to Women's Studies Effective: Summer 2010 <i>Expedited!</i> Inactivate Course Impact: 1. SOCS 105 Program Impact: Stand Alone	3

Revisions (including modifications/reactivations)

ESL	34	ESL Composition and Reading 2 Effective: Summer 2011 MODIFY: Description, course goal, learning goals, content, typical assignments, methods of instruction, methods of assessment, textbooks Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to be concurrently enrolled in ESL 30. (P) ESL 20 and ESL 24. Distance Education Status: None Materials Fee Status: None Articulation Status: Does not transfer. General Education Status: Not approved for GE. Rationale: Periodic review Program Impact: Stand Alone	5
ESL	44	ESL Composition and Reading 3 Effective: Summer 2011 MODIFY: Description, course goal, learning goals, content, typical assignments, methods of instruction, methods of assessment, textbooks Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to be concurrently enrolled in ESL 40. (P) Satisfactory completion of ESL 30 and ESL 34. Distance Education Status: None Materials Fee Status: None Articulation Status: Does not transfer. General Education Status: Not approved for GE. Rationale: Periodic review Program Impact: Stand Alone	5

HE 110 **Healthful Living** 3
Effective: Summer 2011
MODIFY: Description, modalities, course goal, learning goals, content, typical assignments, methods of instruction, methods of assessment, textbooks
Enrollment Restrictions: None
Distance Education Status: Requesting Online
Materials Fee Status: None
Articulation Status: Transfers to CSU and UC.
General Education Status: Approved for MJC-GE:E, CSU-GE:E.
Rationale: Periodic review
Program Impact:
 1. Athletic Training/Sports Medicine A.S. Degree
 2. MJC-GE Pattern A.A. Degree

The following course was most recently approved at the February 16, 2010 meeting. However the author left off the DE Modalities at that time. The course appears here for DE Approval.

HUMAN 101 **Introduction to the Humanities** 3
Effective: Summer 2010 **Expedited!**
MODIFY: Modalities
Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to be eligible for ENGL 101.
Distance Education Status: Requesting Hybrid, online
Materials Fee Status: None
Articulation Status: Transfers to CSU, UC.
General Education Status: Approved for MJC-GE:C, CSU-GE:C2, IGETC:3B.
Rationale: Add DE modalities
Program Impact:
 1. MJC-GE Pattern
 2. University Preparation emphasis in Humanities A.A. Degree

INTEC 376 **Mechanical Blueprint Reading** 2
 Cross-listed with

ENGTC 376 **Mechanical Blueprint Reading** 2
Effective: Summer 2011
MODIFY: Restrictions, modalities, learning goals, content, typical assignments, methods of instruction
Enrollment Restrictions: Requesting: (A) Before enrolling in this course, students are strongly advised to have a basic working knowledge of personal computers.
Distance Education Status: Requesting Hybrid
Materials Fee Status: None
Articulation Status: Does not transfer.
General Education Status: Not approved for GE.
Rationale: Periodic review
Program Impact:
 1. Machine Tool Technology 2 Certificate of Achievement

Adoptions

None

VI. PROGRAMS

Chancellor's Office Approvals/Denials/Updates

None

Program Changes that do not require Chancellor's Office Notification/Application

University Prep AOE – Communication 18
Effective: Summer 2011

CCC-501: Application for Approval - New Credit Programs

None

CCC-511: Non-Substantial Changes to Approved Program or Change of Active-Inactive Status

None

CCC-520: Request to Convert Non-compliant Degree to Compliant Degree or Certificate of Achievement

None

VII. UNFINISHED BUSINESS

Action Items

1. IB Credit R. Cranley

Informational Items

1. CurricUNET Trainings B. Adams
 - a. Recent trainings
Feb. 17th, East Campus IRC
 - b. Training scheduled
Trainings in Spring 2010 – Mar. 4th, 3:00-4:30, West Campus IRC.
2. Title V and Catalog Rights S. Agostini / B. Adams
3. Equating Courses and Repetitions S. Agostini / L. Miller

VIII. NEW BUSINESS

Action Items

1. Prerequisite/Corequisite/Advisory/Limitation on Enrollment Language Standardization L. Miller

Informational Items

1. Chancellor's Office Curriculum Memo B. Adams 01

IX. TASK FORCES

1. Special Topics, Experimental, Independent, Work-Experience Task Force B. Adams
No Report
2. CurricUNET Implementation Task Force Update B. Sanders / B. Adams
No Report

X. PUBLIC COMMENT



MINUTES

Tuesday, February 16, 2010

Yosemite 205 2:40 PM

Members Present: B. Adams (Co-chair), J. Beebe, S. Circle, R. Cranley, K. Ennis, M. Garcia, D. Gilbert, R. Jones, E. Kerr, M. Lynch, E. Maki, A. Peek (Co-chair), J. Sola, P. Upton, C. Vaughn

Members Absent: S. Agostini, M. Boyd, L. Lanigan, J. Lanning, J. Michelena, C. Mulder, L. Prusso, M. Robles

Others Present: L. Miller (Curriculum Specialist), G. Steiner, P. Mendez

I. APPROVAL OF ORDER OF AGENDA

M/S/U to move APPRENTICESHIP PROGRAM PREFIXES section III of the agenda. (J. Beebe, E. Kerr)

M/S/U to move LANGUAGE STUDIES AA to section III of the agenda. (D. Gilbert, M. Garcia)

II. APPROVAL OF MINUTES

February 02, 2010

M/S/U to approve the meeting minutes of February 2, 2010. (M. Garcia, M. Lynch)

III. NOTIFICATION

AGM 240 Truck and Tractor Power Trains
This course was approved at the 1/19/10 meeting with the contingency the author revise methods of instruction and add a statement regarding identical lecture and lab content. B. Adams spoke with T. Conrado (via phone) on 1/20/10 and following actions were taken in CurricUNET: methods of instruction were revised and lab content statement was inserted.

The committee was notified that the contingency was fulfilled for approval of AGM 240.

IV. CONSENT

CHEM 112 Organic Chemistry 1 5
Effective: Summer 2011
MODIFY: GE placement
Enrollment Restrictions: Maintaining: (P) Satisfactory completion of CHEM ~~101~~ 102
Distance Education Status: Maintaining Hybrid modality
Materials Fee Status: None
Articulation Status: Transfers to CSU and UC.
General Education Status: Approved for CSU-GE:B1,B3, IGETC:5A. Requesting MJC-GE:A.
Rationale: Add MJC-GE placement
CHEM 112 was approved at the 2/17/09 meeting. The author did not check the box for MJC-GE Area A and this was not noted in Technical Review or at the meeting. The course is currently approved for CSU-GE Area B1, B3 and IGETC 5A.

M/S/U to approve to the request for placement of CHEM 112 on MJC-GE:A. (P. Upton, J. Beebe)

This has already been addressed on the GE pattern. B. Adams had determined that the faculty author had overlooked requesting placement on MJC-GE, despite requests for other areas.

V. DISCUSSION

Inactivations

None

Revisions (including modifications/reactivations)

AGM	200	Introduction to Mechanical Technology <i>Cross listed with</i>	3
INTEC	200	Introduction to Mechanical Technology Effective: Summer 2011 MODIFY: Description, fees, course goal, learning goals, content, typical assignments, methods of instruction, methods of assessment, textbooks Enrollment Restrictions: None Distance Education Status: None Materials Fee Status: Modifying fees to \$25. Articulation Status: Transfers to CSU. General Education Status: Not approved for GE. Rationale: Periodic review Course Impact: 1. AGM 251 Program Impact: 1. Agricultural Science A.S. Degree 2. Agriculture Business A.S. Degree 3. Agriculture Laboratory Technician Certificate of Achievement 4. Agriculture Laboratory Technician A.S. Degree 5. Agriculture: Sales, Service A.S. Degree 6. Agriculture: Sales, Service Technician Certificate of Achievement 7. Animal Science A.S. Degree 8. Commercial Floristry Technician Certificate of Achievement 9. Crop Science A.S. Degree 10. Dairy Industry A.S. Degree 11. Dairy Science A.S. Degree 12. Environmental Horticultural Science A.S. Degree 13. Food Processing A.S. Degree 14. Food Processing Certificate of Achievement 15. Forestry A.S. Degree 16. Forestry Certificate of Achievement 17. Fruit Science A.S. Degree 18. Heavy Machinery Management Certificate of Achievement 19. Landscape and Park Maintenance Certificate of Achievement 20. Mechanized Agriculture A.S. Degree 21. Mechanized Agriculture Technician Certificate of Achievement 22. Nursery Production Certificate of Achievement 23. Poultry Science A.S. Degree 24. Recreational Land Management A.S. Degree 25. Soil Science A.S. Degree	3

M/S/U to approve MODIFICATIONS to AGM/INTEC 200. (K. Ennis/J.Sola)

M/S/U to approve MATERIALS FEE for AGM/INTEC 200. (E. Maki/J. Beebe)

EMS 350 First Responder with Health Care Provider CPR 3

Effective: Summer 2011

MODIFY: Hours, fees, course goal, learning goals, content, typical assignments, methods of assessment, textbooks

Enrollment Restrictions: None

Distance Education Status: None

Materials Fee Status: Requesting fee of \$20.

Articulation Status: Does not transfer.

General Education Status: Not approved for GE.

Rationale: Periodic review

Course Impact:

1. EMS 389
2. EMS 390

Program Impact:

Stand alone

M/S/U to approve MODIFICATIONS to EMS 350 (K. Ennis/J.Sola)

M/S/U to approve MATERIALS FEE for EMS 350. (E. Maki/J. Beebe)

HUMAN 101 Introduction to the Humanities 3

Effective: Summer 2011

MODIFY: Course goal, learning goals, content, typical assignments, methods of instruction, methods of assessment, textbooks

Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly encouraged to be eligible for ENGL 101.

Distance Education Status: None

Materials Fee Status: None

Articulation Status: Transfers to CSU, UC.

General Education Status: Approved for MJC-GE:C, CSU-GE:C2, IGETC:3B.

Rationale: Periodic review

Program Impact:

1. MJC-GE Pattern
2. University Preparation emphasis in Humanities A.A. Degree

M/S/U to approve MODIFICATIONS to HUMAN 101 (K. Ennis/J.Sola)

It was noted that the existing online Distance Ed modality (which is currently in use) had not been indicated on the proposal. It was decided that the course would be resubmitted for online approval after consultation with the author.

M/S/U to approve ADVISORY for HUMAN 101 (K.Ennis/P.Upton)

M/S/U to MAINTAIN GE PLACEMENT for HUMAN 101 (M. Garcia /M. Lynch)

Effective: Summer 2011

MODIFY: Description, repetitions, grading, restrictions, course goal, learning goals, content, typical assignments, methods of assessment, textbooks

Enrollment Restrictions: Requesting: (A) Before enrolling in this course, students are strongly advised to be familiar with basic metal cutting practices, machine setup, and calculation of tool speeds and feeds as encountered in the operation of manual lathes and milling machines, have a basic understanding of formatting and the codes used in the Word address format system of CNC programming, and have a good working knowledge in the basic operation of personal computers.

Distance Education Status: None

Materials Fee Status: Maintaining fee of \$15.

Articulation Status: Transfers to CSU.

General Education Status: Not approved for GE.

Rationale: Periodic review

Course Impact:

— 1. MACH 315

Program Impact:

— 1. CNC Programmer Skills Recognition Award

— 2. Machine Tool Technology 2 Certificate of Achievement

M/S/ (R. Cranley, P. Upton)

PULLED for discussion by R. Cranley due to questions about textbooks, lecture/lab modalities, appropriateness of repetitions.

PROPOSAL WITHDRAWN BY DIVISION REPRESENTATIVE

Effective: Summer 2011

MODIFY: Modalities, course goal, learning goals, content, textbooks

Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to satisfactorily complete MACH 219 and have previous CNC programming experience or on the job training. This is not an entry level class.

Distance Education Status: Requesting: Hybrid

Materials Fee Status: Maintaining fee of \$5.

Articulation Status: Does not transfer.

General Education Status: Not approved for GE.

Rationale: Periodic review

Program Impact:

— 1. CNC Programmer Skills Recognition Award

M/S/ (K. Ennis, P. Upton)

PULLED for discussion by R. Cranley due to questions about textbooks, lecture/lab modalities, appropriateness of repetitions, hybrid request, and missing information for lecture lab.

PROPOSAL WITHDRAWN BY DIVISION REPRESENTATIVE

~~MACH 395 A,B,C Advanced Machine Tool Technology Lab 1,2,3~~
~~Effective: Summer 2011~~
~~**MODIFY:** Repetitions, restrictions, course goal, learning goals, content, typical assignments, methods of assessment~~
~~**Enrollment Restrictions:** Requesting: (P) MACH 211 or MACH 301 or MACH 218 or MACH 219 or MACH 220 or MACH 222.~~
~~**Distance Education Status:** None~~
~~**Materials Fee Status:** None~~
~~**Articulation Status:** Does not transfer.~~
~~**General Education Status:** Not approved for GE.~~
~~**Rationale:** Periodic review~~
~~**Program Impact:**~~
~~— Stand alone~~
~~**M/S/ (K.Ennis, M. Garcia)**~~

PULLED for discussion by J. Beebe due to concerns that there was only one lab goal, and that it appeared there may have been goals placed in LECTURE in error.
PROPOSAL WITHDRAWN BY DIVISION REPRESENTATIVE

PEA 104 Adapted Strength Development 1
Effective: Summer 2011
MODIFY: Hours, course goal, learning goals, content, typical assignments, methods of instruction, methods of assessment, textbooks
Enrollment Restrictions: Maintaining: (A) Before enrolling in this course, students are strongly advised to provide medical verification of disability and recommendation of medical specialist.
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Transfers to CSU, UC.
General Education Status: Approved for MJC Activities.
Rationale: Periodic review
Program Impact:
1. Physical Education A.A. Degree Major
M/S/U to approve MODIFICATIONS to PEA 104 (K. Ennis/J.Sola)
M/S/U to approve ADVISORY for PEA 104 (K.Ennis/P.Upton)
M/S/U to approve ACTIVITIES PLACEMENT for PEA 104. (K. Ennis/M. Lynch)

PEVW 125 Women's Varsity Swimming and Diving 3
Effective: Summer 2011
MODIFY: Hours, course goal, learning goals, content, typical assignments, methods of instruction, methods of assessment, textbooks
Enrollment Restrictions: None
Distance Education Status: None
Materials Fee Status: None
Articulation Status: Transfers to CSU, UC.
General Education Status: Approved for MJC Activities.
Rationale: Periodic review
Program Impact:
1. Physical Education A.A. Degree Major
M/S/U to approve MODIFICATIONS to PEVW 125 (K. Ennis/J.Sola)
M/S/U to approve ACTIVITIES PLACEMENT for PEVW 125. (K. Ennis/M. Lynch)

Adoptions

None

VI. PROGRAMS

M/S/U to approve the CHANGES all programs proposed below (with the exception of University Preparation: Emphasis in Communications.)

Chancellor's Office Approvals/Denials/Updates

None

Program Changes that do not require Chancellor's Office Notification/Application

A.A. Degree: Human Services/Chemical Dependency Counseling Effective: Summer 2010 Correction to program listing in catalog to reflect State-approved unit total.	23	
Certificate Word Processing Effective: Summer 2010 MODIFY : Required courses Adding: OFADM 364	32	
University Prep AOE – Communication Effective: Summer 2011 PROPOSAL WITHDRAWN BY CO-CHAIR B. Adams noted that departmental discussion of this award had not yet taken place.	18	

CCC-501: Application for Approval - New Credit Programs

None

CCC-511: Non-Substantial Changes to Approved Program or Change of Active-Inactive Status

Certificate Office Support Effective: Summer 2010 MODIFY : Units	18	
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CCC-520: Request to Convert Non-compliant Degree to Compliant Degree or Certificate of Achievement

A.A. Degree: Language Studies Effective: (Subject to State approval) MODIFY : Units, program structure	25	01
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VII. UNFINISHED BUSINESS

Action Items

1. IB Credit R. Cranley
R. Cranley reported that she will attend meetings on February 24, 25, and March 9 pertaining to IB Credit for MJC coursework.

Informational Items

1. CurricUNET Trainings B. Adams
 - a. **Recent trainings**
Jan. 27th, East Campus IRC
 - b. **Training scheduled**
Trainings in Spring 2010 – Feb. 17th, 3:00-5:00, East Campus IRC; Mar. 4th, 3:00-4:30, West Campus IRC.
2. **Title V and Catalog Rights** S. Agostini / B. Adams

B. Adams informed the committee that an email has been sent to S. Low of the CCCCCO asking for information on AA and AS degrees. There has been no response yet.
3. **Equating Courses and Repetitions** S. Agostini / L. Miller

No report.

VIII. NEW BUSINESS

Action Items

1. **Prerequisite/Corequisite/Advisory/Limitation on Enrollment Language Standardization** L. Miller

It is a goal of curriculum leadership to create a style guide for faculty when crafting enrollment restrictions. During catalog production, various requests for “changes” to boilerplate language came into Instruction that were not accommodated. L. Senechal explained that – even if such customizations are made in the catalog or in Datatel–CurricUNET boilerplate language will continue to appear in reports from the system in the future, making topical fixes irrelevant.
2. **Apprenticeship Prefixes** P. Mendez 05

P. Mendez explained that, because of SAM coding requirements recently discovered by MIS, apprenticeship courses will need to be coded separately from traditional, open-enrolled courses. For this reason, the department is requesting the new course prefix MFGA. All apprenticeship courses will be coded using an apprenticeship SAM code.

M/S/U to APPROVE the NEW PREFIX “MFGA” (J, Beebe, M Garcia)

Informational Items

1. **Curriculum Review Matrix** B. Adams

B. Adams presented a comprehensive spreadsheet of all courses that are slated for spring review.

IX. TASK FORCES

1. **Special Topics, Experimental, Independent, Work-Experience Task Force** B. Adams

No Report
2. **CurricUNET Implementation Task Force Update** B. Sanders / B. Adams

No Report

X. PUBLIC COMMENT

**CALIFORNIA COMMUNITY COLLEGES
SYSTEM OFFICE**

1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>



Date: February 17, 2010

To: Chief Instructional Officers
Chief Information Systems Officers
Curriculum Committee Chairs

From: Barry A. Russell, Vice Chancellor of Academic Affairs

Subject: Implementation of the CCC Curriculum Inventory

The Chancellor's Office is pleased to announce the California Community Colleges Curriculum Inventory. The purpose of this innovation in the Chancellor's office is for electronic submission of proposals for curriculum approval. It will also serve as a repository of approved credit and noncredit courses and programs. The CCC Curriculum Inventory will replace the credit Inventory of Approved (and Projected) Programs, the Noncredit Inventory of Courses, as well as the web interface for submission of noncredit programs for enhanced funding (SB361). Hard copies of apprenticeship applications will not be replaced at this time.

TIMELINE:**March 1-31, 2010**

- The Chancellor's Office will stop using the existing databases noted above on March 1st.
- Data from Academic Affairs and Management Information Systems will be merged and uploaded into the new Curriculum Inventory.
- Chancellor's Office staff will check the merged data for anomalies and complete final testing of the new processes during this time.
- Hard copies of proposals for credit programs, and noncredit courses and programs will not be required and should not be submitted after March 1, 2010. Please hold new proposals until your college/district is trained to use the new electronic submission process. Contact the Academic Affairs division at the email and numbers on the next page if you have concerns about new or pending proposals.
- All proposals received prior to March 1st and all pending proposals will be entered into the new system by CCCCO staff when the proposals are approved. The only exception will be apprenticeship applications that must be submitted on the current forms. Chancellor's Office staff will manually enter apprenticeships into the new Curriculum Inventory when approval is granted.

March 19, 2010 Joint CCCCIO/CCCAOE Spring Conference Announcement Presentation

April 6 – 30, 2010 Webinar Training for Community Colleges Tues/Thur 11:00am-12:00pm

As April approaches, CIOs and CISOs will be notified when their college will be added to the CCC Curriculum Inventory and scheduled for one of the Tuesday or Thursday webinars. Approximately ten colleges will be added at each training session. Each college should bring to the training session all faculty, administrators and staff who are involved in the curriculum approval and reporting process on your campus. Those invited should include the CIO, CISO and delegates, curriculum committee chair, curriculum specialists and any others who might be responsible for submitting proposals, such as academic senate presidents or academic deans. The Chancellor's Office estimates that all colleges will be included in the new system by May 1, 2010. Colleges will be ready to submit electronic proposals immediately after participating in the training sessions.

Reminder: Because of the transition to the electronic Curriculum Inventory, hard copies of proposals are not required and should not be submitted after March 1, 2010. Contact staff in the Academic Affairs division for assistance with any new or pending proposals. You may contact:

- Joe Darin for credit courses and programs – jdarin@cccco.edu; (916) 322-2813
- Joanne Vorhies for noncredit courses and programs – jvorhies@cccco.edu; (916) 322-9048

This is an exciting project for the California Community College system! The Chancellor's Office appreciates your patience and cooperation during this transition. One question we have heard from you is how will the application signature page be handled? We have been advised by General Counsel that the original signatures must be obtained for every proposal regardless of its submission method. However, the college or district will now be responsible for keeping the original signatures in their files and for uploading a copy of the signature page with the electronic submission. No proposal will be reviewed until the signature page has been uploaded. Instructions for this and many more solutions will be given during the training sessions in April.

cc: Myrna Huffman, MIS
George Tamas, Governet