



**TO:** Chief Executive Officers  
Chief Instructional Officers  
Chief Student Services Officers  
Academic Senate Presidents  
Articulation Officers  
Curriculum Chairs

**FROM:** Dr. Aisha Lowe, Vice Chancellor, Educational Services and Support

**RE:** Chancellor’s Office Curriculum Inventory (COCI) System Advisory

The purpose of this memorandum is to notify all colleges of an operational change regarding the Chancellor’s Office Curriculum Inventory (COCI) System. For the continued improvement and timely approval of submitted programs, COCI will institute four maintenance periods each year beginning in 2022. During these periods, colleges will not be able to submit or update courses or programs. These maintenance shutdowns will occur during the same times every year: the second week in January, the last week in March, the last two weeks of July through the first two weeks of August (four week period), and the last week of October. This year’s maintenance shutdown dates are as follows (please calendar these dates):

COCI 2022 Scheduled Maintenance Periods
January 2022: N/A
March 28 <sup>th</sup> – April 1 <sup>st</sup>
July 18 <sup>th</sup> – August 12 <sup>th</sup>
October 24 <sup>th</sup> – October 28 <sup>th</sup>

Additionally, in order to aid Chancellor’s Office staff in the timely approval of programs, please be sure to verify that all necessary documents are attached when submitting programs. It is common that many submitted programs are missing important documents which delays review and approval.

For Associate Degrees for Transfer (ADT’s) this includes:

- the TMC
- ASSIST documents
- all appropriate COR’s

For local CTE and Certificates of Achievement, the necessary documents are:

- Labor Market Information
- Advisory Committee Recommendations
- Regional Consortia meeting minutes

**Chancellor's Office Curriculum Inventory Advisory**

March 1, 2022

Please refer to the applicable sections of the Program and Course Approval Handbook ([PCAH, 7<sup>th</sup> Edition](#)) for detailed curriculum submission requirements.

As a reminder, programs reviewed by Chancellor's Office staff are as follows:

1. Certificate Programs
  - a. Credit: CTE not C-ID aligned
  - b. Noncredit: Career Development and College Preparation (CDCP) certificate programs in the instructional domain of *Short-term Vocational* (Education Code statute §84760.5 (a)(3) requires approval of short-term vocational programs by the Chancellor's Office and thus is excluded from local and automatic approval)
2. Degrees
  - a. Associate Degree for Transfer (AD-T)
  - b. Baccalaureate Degree Programs (approval process is under development)
  - c. Competency-based Education (CBE) Degree Programs (forthcoming)

If you have any questions regarding this guidance, please contact Dean Raul Arambula ([rarambula@CCCCO.edu](mailto:rarambula@CCCCO.edu)).

cc:

Dr. Daisy Gonzales, Deputy Chancellor

Marty Alvarado, Executive Vice Chancellor, ESS

Rebecca Ruan-O'Shaughnessy, Vice Chancellor, ESS