Curriculum Planning/Spring 2021-Fall 2021 Overview

Dear Faculty -
We have five weeks left in the semester and we would like you to consider doing some curriculum work before the end of the semester. If you start now it may be easier to make next year's curriculum deadline - Oct. 1, 2021. Below is the list of curriculum actions you should consider in your curriculum planning. I have included a list of curriculum drop-in dates below and a registration link. We will add all of the resources below to the Curriculum website as well.

1) **Course Reviews** - courses that haven't been reviewed in over four years must be reviewed. List attached.
2) **Deactivations** - courses that are not being offered should be deactivated and removed from the catalog.
3) **Cross-listed courses** - ALL cross-listed courses must include minimum qualifications for both disciplines. List attached.
4) **Program Changes** - if you are planning to make changes to your programs start working on those changes in the spring and summer so that there is time for approvals from the curriculum committee, the Regional Deans (for CTE) and the Chancellor's Office.
5) **New Programs** - if you are planning to launch a new program you should start that process in the spring. The new program process has been updated - see the new process.
6) **Deactivation of Programs** - The College has approved a new policy for program deactivations - AP 4021 Program Development and, Revitalization, and/or Discontinuance

Course Reviews - reviews are effective with final curriculum approval
Attached is a list of courses that haven't been updated in over four years. If your course is on this list you need to review your course. In a course review you can't change items that will impact the catalog - course names, requisites, cross listings, program associations, units/hours. These tabs will be disabled. If you want to make changes to the previous items you will have to launch a course change. However you can make changes/updates to the items below. Please watch this video for additional information.

1) Cross-listing - You can't add or remove cross-listings in a review. You must add the minimum qualifications to all course proposals.
2) Add Credit for Prior Learning if eligible
3) Methods of Instruction
4) Distance Education
5) SLOs
6) Objectives
7) Content/Body of Knowledge
8) Assignments
9) Methods of Assessment

10) Textbooks/Resources

Deactivations - effective Fall 2022
If there is a course on the course review list that is no longer being offered please deactivate it. If there are courses in the catalog that you no longer offer they must go through our formal curriculum deactivation process to be removed. The process in META is simple: select proposal type - course deactivation, input active date Fall Semester 2022 and launch.

Cross-listed Courses
If you have a cross-listed course you must add **minimum qualifications**. See the cross-listed course list attached. Use this document for the steps: Adding Minimum Qualifications to Cross-Listed Classes

Changes to Programs
All Programs
Once you make changes to your programs and complete the curriculum approval process - ALL programs must go to the Chancellor's office for approval.
CTE Programs
As of July 2020, all changes to CTE programs must be approved by the Regional Deans and a LMI brief may need to be ordered for that review. Please keep this in mind when making changes to your programs as this may impact approval and approval time. You need to download and complete the Regional CTE Application and send it to the CTE dean for approval.

Adding New and Deactivate Programs
See the new program document for the steps to propose a new program.

We updated our policy for program discontinuance in 2020. If you are considering discontinuing a program please see this document
AP 4021 PROGRAM DEVELOPMENT, REVITALIZATION, AND/OR DISCONTINUANCE

Register for Curriculum Drop-ins
https://docs.google.com/forms/d/e/1FAIpQLSepzPQTS50_bxjPZypwLY0pvDyBMok1MVWSuiXg bWaJu40Wtw/viewform?usp=sf_link
April 28 4-5
April 30 2-4
May 12 4-5
May 26 4-5