

## CURRICULUM COMMITTEE TIMELINE FALL 2022

*Faculty are required to ensure proposals have completed the approval process and appear on a Curriculum Committee agenda.*

*Please TRACK your curriculum.*

### AUGUST 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### SEPTEMBER 2022 (HOLIDAYS IN PINK)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7 Curriculum Meeting	8	9	10
11	12	13	14	15	16	17
18	19	20	21 Curriculum Meeting	22	23	24
25	26	27	28	29	30	

### OCTOBER 2022

S	M	T	W	T	F	S
						1
2	3	4	5 Curriculum Meeting	6	7	8
9	10	11	12	13	14	15
16	17	18	19 Curriculum Meeting	20	21	22
23	24	25	26	27	28	29
30	31					

### NOVEMBER 2022 (HOLIDAYS IN PINK)

S	M	T	W	T	F	S
		1	2 Curriculum Meeting	3	4	5
6	7	8	9	10	11	12
13	14	15	16 Curriculum Meeting	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### DECEMBER 2022 (HOLIDAYS IN PINK)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7 Curriculum Meeting	8	9	10
11	12	13	14 Curriculum Meeting	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### CONSTRUCTION

Curriculum activity planned. Course and program proposals entered in META. Changes to programs and courses should be exceptions. Most courses may be adequately updated with a review.

**For courses, pay particular attention to:**

- **Description** contains an accurate summary representative of objectives, SLOs, content outline, assignments and resources informing students of what they will learn.
- **SLOs** point to overarching goals of course objectives. DEI may also be incorporated.
- **Content outline** contains major, as well as subheadings, elaborating on course objectives. DEI may also be incorporated.
- Course contains at least **one textbook no older than 5 years** for transferable courses. DEI may also be incorporated.
- **Assignments** are representative of the activities students may expect to perform to meet the objectives and outcomes. **Textbooks should not be used as an assignment.** DEI may also be incorporated.
- **DEI** may be incorporated throughout the COR.

**For programs:**

- **Description** contains an accurate summary of skills, jobs or transfer students will gain after completing the course
- **Mission and goals** align with description, outcome, and college mission
- **Program Learning Outcomes** point to overarching program goals

### APPROVAL PROCESS

- Deadline for proposals to be launched into META is **October 3**.
- Proposals are reviewed by chairs, deans, articulation officer, requisite subcommittee and SLO coordinator.
- **Approvers**, watch for emails and/or check for proposals which need your approval. Emails will be auto-generated by META. Check your SPAM folder if you believe you may be missing emails.
- **Originators**, watch your email in case changes are required. Proposals will not move forward if changes are not address and proposals re-launched.
- **Originators** - Start looking to see if curriculum is on a curriculum agenda.

### TECH REVIEW

- **Tech review** - looks at proposals for final feedback.
- **Originators** - watch your email for any proposals returned. Proposals will not move forward if changes are not address and proposals re-launched.
- **Approvers** - watch your email so that you may approve any requested edits
- **Originators** may be asked to attend Tech Review for any additional needed information.
- **Originators** - Look for your curriculum on an agenda this month. Follow up with Curriculum Committee if you haven't seen it yet.

### CURRICULUM COMMITTEE APPROVAL

- Proposals go to the **Curriculum Committee** for final approval.
- **Faculty** may be called upon to attend meetings to provide any necessary feedback or address any concerns.
- **All curriculum must be approved by or before the final curriculum meeting of the year.**

*\*Timeline scheduled to be approved at the 9/7 Curriculum Committee meeting, but deadlines generally follow past practice.*