

CURRICULUM COMMITTEE TIMELINE FALL 2024

Faculty are required to ensure change proposals have completed the approval process and appear on a Curriculum Committee agenda before the last December meeting. Please begin curriculum changes in the spring to ensure enough time for approval. Also, please TRACK your curriculum and respond to approver edits. Meetings are 1st and 3rd Wednesdays. District holidays appear in red font.

AUGUST 2024						
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 2024 (HOLIDAYS IN RED)						
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					

OCTOBER 2024						
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		

NOVEMBER 2024 (HOLIDAYS IN RED)						
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

DECEMBER 2024 (HOLIDAYS IN RED)						
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				

- **Change** – Course or program description, requisites, title, course number, discipline, hours, units, cross-listing. Due 10/1.
- **Review** – Course objectives, body of knowledge, textbooks, requisite validation, Distance Education, Assignments, Methods of Assessment/Instruction. Due anytime.

BEGIN WORK ON CURRICULUM CHANGES IN THE SPRING. REVIEWS MAY BE PROPOSED YEAR-ROUND AND ARE NOT SUBJECT TO THE OCTOBER DEADLINE

Enter course and program changes into META. Change proposals should be exceptions since many 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. Consider incorporating DEIAA.
- **SLOs** point to overarching goals of course objectives. Consider incorporating DEIAA.
- **Content outline** contains major, as well as subheadings, elaborating on course objectives. Consider incorporating DEIAA.
- Course contains at least **one textbook no older than 5 years** for transferable courses. Consider incorporating DEIAA.
- **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.** Consider incorporating DEIAA.

For programs:

- **Description** contains an accurate summary of skills, jobs or transfer students will gain after completing the program.
- **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 1.**
- Proposals are reviewed by chairs, deans, articulation officer, requisite and distance education subcommittees (if applicable), and SLO coordinator.
- **Approvers**, watch for emails and/or check META frequently for proposals which need your approval. Emails will be auto generated by META. Check your JUNK folder if you believe you may be missing emails.
- **Originators**, watch your email and check META frequently for any proposals which may have been returned. Proposals will not move forward if changes are not addressed, and proposals re-launched.
- **Originators**, start looking to see if your curriculum appears on a curriculum agenda as proposals will begin appearing for final approval.

TECH REVIEW

- **Tech Review** looks at proposals for final feedback and is the last step before Curriculum Committee.
- **Originators**, watch your email and check META frequently for any proposals which may have been returned. Proposals will not move forward if changes are not addressed, and proposals re-launched.
- **Approvers**, watch your email and check META frequently so that you may approve any requested edits.
- **Originators** may be asked to attend Tech Review for additional needed information.
- **Originators**, continue checking curriculum agendas for proposals.

CURRICULUM COMMITTEE APPROVAL

- All proposals must go to the Curriculum Committee for final approval. Faculty may be asked to attend meetings to provide feedback.
- All curriculum changes must be approved by or before the final curriculum meeting of the year (December 18).
- If curriculum has not appeared on an agenda by the first November meeting, check META to see where approval has paused or contact Tech. Review or Curriculum Specialist for help.
- Reviews may be proposed at any time throughout the year.