Curriculum Timeline

Month	Action	Date	Category	Contact	Comments
JAN	Tech Review meets to approve any emergency curriculum for the first curriculum meeting of the year.		META	Curr Specl/Fac Co-Chair	
	Update META catalog workflows for position changes		META	Curr Specl	This is to update chairs, new deans, directors, workflow
	Update effective date of 'Launched/Not Approved' proposals to following year.		META	Curr Specl	For those who missed curriculum deadline. Effective date to reflect the following year
	Last regional CTE approvals accepted for new catalog	2nd FRI	Outside Approval	Dean/CTE	Outstanding regional CTE approvals are an issue. CTEE to assist with tracking and status of CTE programs.
	Communication to campus to finalize any remaining curriculum actions (workflow)		Communications	Curr Specl	
	PRP Data Received (Curriculum Planning included)	Last FRI	PRP	Dean/IRP	
	All curriculum actions completed. Program and course data locked for catalog	Last FRI	Catalog	Curr Specl	
FEB	Draft Catalog made available.	1st FrI	META	Curr Specl	
	Depts proof programs for META catalog. Active, New, Changed, Inactive	3rd FRI	Catalog	Curr Specl	Need SQR and META report
	Program Audit with Student Services Reps: Updated 2021-2022 Curriculum activity is sent to Student Services, Curriculum Co-chairs, Tech-review team, Krista Lough	Last FRI	Communications	Curr Specl	We need to automate this report
	Dept End of Year sign off	Last FRI	Multiple Systems	Curr Specl/Instr Mgr	META catalog, PS Catalog, websites, other element as applicable
	Update META action dates, crseid, etc.	Last FRI	META	Curr Specl	
MAR	**Audit Programs and Courses**		Multiple Systems		
	PSOFT Matches Curriculum Actions		PeopleSoft	BSA	
	COCI Matches Curriculum Actions		COCI	Curr Specl/BSA	
	All Curriculum Actions reflected in Catalog		Catalog	Team	
	Material fee review	2nd FRI	Material Fee	Instr Mgr	
	Memo sent to Curriculum Co-Chairs and Student Services confirming completion of audit		Communications	Instr Mgr	
	Curriculum Training for Deans	2nd FrI	Professional Development	VPI	Articulation Officer to Provide
	Confirm with Vets PY catalog status for approval	3rd FRI	Communications	Instr Mgr	
	Publish new catalog	Last FRI	Catalog	Curr Specl/PAO	Impacted by Summer/Fall registration
	Program Alignment audit- spring check-in meeting Curriculum Action report update	Last FRI meeting	Multiple Systems (see invite list above)	Instr Mgr	
	Mapper updates (Palomar/CSU/Ad Astra)	Last FRI	Mapper	BSA	Programs/Courses DCT
APR	Begin next effective year input of curriculum changes	First FRI	META/Communications	Faculty	Reference PRP Data
	Begin submitting new programs to EESSC	First FRI	Communications	Faculty	Communication to Chairs and Directors to dissiminate info.
	Confirm 100% DE programs; update web site	Last FRI	Multiple Systems	Instr Mgr	
	Mapper updates (Palomar (local programs)begins		Mapper	Counseling	
MAY	CTE Updates Regional Program Finder	1st Fri	Mapper	CTE Dean	
	Distribute Annual Curriculum activity statistics	Last FRI	Communications	Faculty/Curriculum Co-Chair	# prgms, # courses, 100% online, other element as applicable
	COCI program and course discrepancies addressed	Last FRI	COCI	Team	
	Confirm with Evaluations that PS data is current	Last FRI	PeopleSoft/Communications	Instr Mgr	
	Curriculum updates ready for Program Participation Agreement (PPA)		META/Catalog	Curr Specl	
	Cataog Addendum published	Last day of month	Catalog/Communications	Curr Specl	
	Purge draft META proposals > 2yrs	1st FRI	META	Curr Specl	Identify proposals >2 yrs

Month	Action	Timing	System	Responsible	Notes
JUN	META/PS/COCI data discrepancies addressed	1st FRI	Multiple Systems	Curr Specl	This is to update chairs, new deans, or directors etc.
	Mapper updates (Palomar - local programs) completes Mapper I Updates Published		Mapper	Counseling	
	Audit of META data for empty, required data fields	Last FRI	Multiple Systems	Team	
	Update META curriculum workflows for position changes	Last FRI	META	Curr Specl	
JUL	Catalog Addendum published.	1st FRI	Catalog/Communications	Curr Specl	
	CTE validates Regional Program Finder	Last Fri	Mapper	Dean/CTE	
	Review the Curriculum Timeline and adjust as necessary		Catalog/Communications	Team	
	COCI updates finalized with all course changes effective fall	Last FRI	COCI	Curr Specl	
AUG	Mapper updates (CSU) Mapper II Updates Published		Mapper	Counseling	
	List of reviews and other curriculum activity sent?	2nd FRI	Communications	Curr Specl/Fac Co-Chair	*This action under review*
SEP	Curriculum Cycle begins	1st WED	META	Team	
	New program proposals approved by the EESSC for input for Oct. Deadline	Last FRI meeting	Outside Approval	Fac Co-chair	
	Brief presentation at Curriculum on Completion Campaign	2nd WED	Multiple Systems	Instr Mgr	
	Data is Pulled and shared with the deans	2nd WED	Multiple Systems	Instr Mgr	
OCT	All program and course proposals launched. New. Changed. Reactivations. Inactivations, Deactivations from Completion Campaign.	1-Oct	META	Team	
	Data on Completion Campaign shared at Curriculum Committee	2nd WED	Communications	Instr Mgr	
NOV	Deans work with departments through the year on Completion Campaign (for changes for next year)		Multiple Systems	Co-Chairs	
	Approvers & Reviewers approve courses & programs & send back to faculty when needed		META	ALL	
DEC	All program and course proposals approved by Curriculum Committee	3rd WED	META	Co-Chairs	

Ongoing:

Update PS for all course proposals after each Curr. Cmte. Meeting.	After each Curr. Cmte mtg based upon actions.	
Update COCI for new courses after each Curr. Cmte. Meeting.	After each Curr. Cmte mtg based upon actions.	Cannot update active courses in COCI until after spring MIS reporting has concluded. Must
Weekly Tech Review		
Past Tech Review/Cmte approval, all data for COCI approval should be captured. No		CTE regional approval may deny a program proposal. CO will delay AD-Ts, CTE, and

Categories Key

META - Curriculum Module		PeopleSoft
COCI - Chancellor's Office Curriculum Inventory		Multiple Systems - May involve all or combination of PeopleSoft, COCI, META Curriculum, META Catalog, Mapper
Outside Approval - Approval outside of local Curriculum process required		Communications - Distribution of Information as a part of the process
PRP - Program Review and Planning Process		Meetings - Requires Meetings to Perform/Complete
Catalog - META Catalog Module		Mapper
Material Fee		

If addendum is published Cheryl needs to send a message to Karan (lead mapper counselor) and Krista (Instruction services rep) to let them know to make updates		*If ASSIST is updated a message needs to be sent to Karan (lead mapper counselor) and Krista (Instruction services rep) to let them know to make updates. ASSIST is updated by the Articulation Officer.*