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VIA E-MAIL

TO: Curriculum Instructional Officers

FROM: Pamela D. Walker
Vice Chancellor, Educational Services

SUBJECT: Policy Change-Curriculum Inventory Correction Feature

After an analysis of the use of the Chancellor's Office Curriculum Inventory (COCI) System correction feature, including its benefits and drawbacks, the correction feature will be deactivated as of April 1, 2016.

The COCI System correction feature allows colleges to edit fields in active program and course records. Because the feature allows colleges to change almost every data field in the record, it also has a non-tangible benefit in that it represents the level of trust the Chancellor's Office has in the colleges and districts. The correction feature is intended for use to correct typos or similar data entry errors, and in that respect the feature has clear value.

Unfortunately, the potential negative consequences, some of which have been realized, outweigh this value. When corrections are made to an active inventory record, the historical data for that record is changed; therefore, this record does not reconcile with MIS data or local inventory systems. Such mismatches can have several negative ramifications, including inaccurate reporting of student awards, as well as financial consequences, such as loss of apportionment or return of financial aid monies to the U.S. Department of Education. In addition, as the conversion to the new Curriculum Inventory system draws nearer, turning off the correction feature provides an opportunity for a cleaner data migration.

Future changes to program and course records now will need to be completed through either the substantial or non-substantial change processes (see the PCAH for more information on these processes). While using these processes may lead to a longer approval time, the potential negative consequences from changes done through the correction feature can require substantial resources—including time—to address.

Please contact Jackie Escajeda, Dean of Curriculum and Instruction at jescajeda@ccco.edu should you have any questions regarding this memorandum.

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