MEMORANDUM - VIA EMAIL

September 28, 2012

TO: Chief Instructional Officers
Chief Information Systems Officers

FROM: Sally Montemayor Lenz, Dean of Curriculum and Instruction
Academic Affairs Division

SUBJECT: CCC Curriculum Inventory Recap and Top 5 FAQ’s of the week

This memo provides a recap and informational updates on the Top 5 FAQs related to the September 25, 2012, launch of the CCC Curriculum Inventory (referred to as CIV2 during the recent data migration).

CCC CI Launch Recap

1. Please refer to my September 18, 2012, memo: CIV2 Alias List Subscription Information for details regarding the Chancellor’s Office CIO Alias List System, CIO account information, and instructions for granting access to CIV2 for users at your college.

2. As announced in the September 25, 2012, memo: CIV2 Live at 11, CIV2 is live and can be accessed at: http://curriculum.cccco.edu. Note: Some Internet applications will not load the site if entered using www. and require the http:// convention.

3. The Program and Course Approval Handbook, 5th Edition DRAFT has been posted on the Chancellor’s Office Academic Affairs Division website (www.cccco.edu/aad).
   - The Handbook will reside in draft form as CIV2 is fully tested and feedback is synthesized. Please submit feedback in writing to curriculum@cccco.edu.
   - Revisions to the Handbook will be posted biweekly on Wednesdays (commencing October 10, 2012) on the Chancellor’s Office website and in CIV2 under Resources.

Top 5 FAQs of the Week

The following items provide clarification resulting from the CIV2 launch.

1. District Accounts/Access – As noted, each college CIO manages CIV2 accounts for their college. District personnel do not have direct access to CIV2. If a district elects to have one individual managing multiple college CIV2 accounts, then the CIO at each college must create a user account and grant access to that individual with a unique username/email for each college (campus) account. This is required because curriculum proposals and records are mapped to the username/email at the college level. A unique username/email is required for every college for which the individual is granted access. Note: The MIS coding for districts end in zero and colleges end in a value (#).

2. Validation Errors – Please note the new CIV2 feature requires validation of proposal data elements prior to the submission to the Chancellor’s Office for review. If you receive a validation error(s), please review the described item(s) for accuracy and consult your college MIS/IT department for support in using the Chancellor’s Office MIS Data Element Dictionary.
3. **Clarification to Credit Program Substantial Changes** – For a substantial change to a credit program, please note the following narrative items are required (#1-8 and #14-21). These requirements are the same as outlined in the 4th edition of the *Program and Course Approval Handbook* and have been clarified in the 5th edition of the draft *Handbook* revisions which will be posted October 10, 2012.

4. **Narrative & Signature Page Requirements** – As the 5th edition of the *Handbook* resides in draft form, a historical analysis of required narrative and signature page requirements is being conducted by Chancellor's Office staff with the System Advisory Committee on Curriculum (SACC). Resulting revisions to the *Handbook* will be made as it resides in draft form. The 5th edition of the *Handbook* is scheduled for Consultation Council in October 2012 and presentation to the Board of Governors in November 2012.

5. **Inventory Closure for Updates** – As previously noted, the CIV2 was scheduled for closure for system updates from noon to 1:00 p.m. on September 27 and 28, 2012. This closure will continue daily from noon to 1:00 p.m. during the week of October 1, 2012. Be sure to Sign Out of CIV2 from noon – 1:00 p.m. next week.

As always, thank you for your thoughtful feedback and consideration as we transition and streamline curriculum review for our system. Your support enables us all to maximize our impact and service to California community college students.

**CONTACT:** Please submit in writing any inquiries regarding this memo to curriculum@cccco.edu.

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