TO:        Chief Instructional Officers  
           Curriculum Chairs  

FROM: Barry A. Russell, Ph.D.  
       Vice Chancellor of Academic Affairs  

SUBJECT:  Amended Curriculum Inventory Version 2 (CIV2) Training Schedule  

Due to a conflict in schedules, the webinar training times for CIV2 have been changed. The dates remain the same, however, please make note of the amended times as shown in red.

<table>
<thead>
<tr>
<th>CCC Confer CVI2 Training Schedule</th>
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<tr>
<td><strong>September 4 (Tuesday)</strong></td>
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<tr>
<td>Time: 2:00 pm – 3:00 pm</td>
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<td>Call in: (888) 886-3951</td>
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<td>Passcode: 140035</td>
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Please be sure to test your computer readiness by going to www.cccconfer.org. Shortly before the webinar, click the Participant Log In Button under the Webinars logo, locate your meeting and click go, then fill out the form and click connect.

CIV2 features include:

1. A New Portal
   - When logging into the new system, an easy to use portal will appear allowing review of the college’s proposals and status in the queue in a convenient and clear format.

2. Public Search Tool
   - A search tool of college information will be viewable by any member of the public. Public access will be limited, and each college will be responsible for ensuring the accuracy of their data. It is imperative colleges run periodic inventory reports to view and correct their respective data.

3. Course and Program Proposal Submissions
   - The existing 10 proposal forms have been replaced with an application screen that allows the submission of proposals using a “drop” down menu.

4. MIS Course and Program Data Elements
   - MIS edit tables have been added to ensure the reconciliation of statewide data reporting.

Thank you for your continued support, flexibility, and feedback as we transition from CIV1 to CIV2.