DATE: August 9, 2012
TO: Chief Instructional Officers
FROM: Barry A. Russell, Ph.D.
Vice Chancellor, Academic Affairs Division

SUBJECT: IMPORTANT MESSAGE

I would like to clarify some of the work that is being done with the Curriculum Inventory conversion and to ensure there are no misunderstandings concerning courses and programs submitted recently. Please keep in mind the following points:

- Staff are reviewing submissions in the order in which they were received. We are moving things as quickly as possible. Phone calls and emails to specific people at the Chancellor’s Office are unnecessary and only slow things down when you are trying to move your curriculum ahead of others in the queue.

- Just the fact that colleges submitted curriculum before the August 1 deadline, does not assure that we will have the time to get all the way through each queue before we have to completely transition to the Curriculum Inventory Version 2 (CIV2). Colleges will be alerted to that fact and notified of which courses or programs must be resubmitted through the new process. Be assured we will work as diligently as possible to clear each queue in its entirety.

- In many cases, we have programs that have been in the queue for more than a year without any response from the college. We are going to take that as an indication of "lack of interest" and purge those from the system without further review. You can resubmit these courses or programs in September using the CIV2.

- In some cases, a more judicious campus level review would greatly benefit the approval process. One college submitted multiple program proposals with the wrong courses attached to the application; another college miscalculated the total number of units for multiple programs; and another sent in blank signature pages. These are just a few examples of incomplete proposals that require extra staff time to review and likely will be returned to be resubmitted through CIV2.

Lastly, please be reminded that the purpose for adopting the new Curriculum Inventory Version 2 is to develop an efficient process that allows us to be more responsive to the needs of the colleges. Together, we will get there soon.

Thank you for your patience as we transition to CIV2.

cc: Erik Skinner, CCCCO
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Curriculum Chairs