MEMORANDUM

September 25, 2012

TO:  Chief Instructional Officers
     Chief Information Systems Officers

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

SUBJECT:  CIV2 Live at 11 am | Draft Program & Course Approval Handbook Available to Colleges

The CCC Curriculum Inventory (referred to as CIV2 during the recent data migration) is live and can be accessed at:

Note: Some Internet applications will not load the site if entered using www. and require the http:// convention.

Please refer to my September 18, 2012, memo titled: CIV2 Alias List Subscription Information for details regarding the Chancellor’s Office CIO Alias List System, CIO account information for the Curriculum Inventory Version 2 (CIV2), and instructions for granting access to CIV2 for users at your college.


The Program and Course Approval Handbook, 5th Edition will be posted in draft form later today on the Chancellor’s Office Academic Affairs Division website on the What’s New page at: (http://extranet.cccco.edu/Divisions/AcademicAffairs/WhatsNew.aspx). The Handbook is also accessible in CIV2 under the Admin Resources tab. This fifth edition reflects “action-driven” proposal development protocols using CIV2 and upon final publication will replace all previous Handbook editions as well as the 2010 User Guide for the CCC Curriculum Inventory. The Handbook will reside in draft form as CIV2 is fully tested and feedback from the System Advisory Committee on Curriculum (SACC) and colleges is synthesized. Please submit feedback in writing to curriculum@cccco.edu.

Revisions to the Handbook will be posted on the Chancellor’s Office website and CIV2 biweekly on Wednesdays. The first revision will be posted October 10, 2012. The draft Handbook is slated for discussion at SACC (September 2012), Consultation Council (October 2012) and tentatively at the Board of Governors (November 2012) meetings prior to final publication.

Reminder: Public Search Tool – Data Amendments

On September 10, 2012, the Public Search Tool portion of CIV2 launched. The public search tool does not require a user name or password. Colleges are encouraged to explore using the new Tool and to review CIV2 data as presented using the Public Search Tool. Amendments to the data may be made in CIV2.
Reminder: CIV2 Technical Assistance Webinar – PowerPoint Presentation Archived

The PowerPoint presentation used for CIV2 Technical Assistance Webinars held September 2012, can be accessed on the Chancellor’s Office Academic Affairs Division website under What’s New or via the following direct link: http://extranet.cccco.edu/Portals/1/AA/Credit/CIV2_Webinar_9.17.12.pdf.

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

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