DATE: July 12, 2012

TO: Chief Instructional Officers
    Curriculum Chairs

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

SUBJECT: Curriculum Inventory Version 2 (CIV2)

As many of you know, the California Community Colleges Chancellor’s Office (CCCCO) has been working on significant updates to Curriculum Inventory Version 1 (CIV1). The planned Curriculum Inventory Version 2 (CIV2) is a result of necessary curriculum edits to align with MIS database changes and commitment to add a public search tool. While we hoped to operate CIV1 and CIV2 as parallel systems during the conversion, we are unable to do so due to current staffing levels and database configurations. A process has been identified to protect the integrity of the data, reduce the amount of double entries, and provide ample time for training on the new system.

The last day to submit new or modified programs and courses using CIV1 is Tuesday, July 31, 2012. From August 1-31, 2012, CCCCO staff will be working to process all pending programs and courses in CIV1. Colleges will not be able to submit any new programs or courses during this time; they will only be able to edit proposals submitted prior to August 1, 2012. New submissions will be accepted when CIV2 is operational on September 10, 2012. All programs or courses left incomplete or not otherwise approved through CIV1 will be purged from the system and colleges will have to re-submit the entire proposal using CIV2 after September 10, 2012.

Training for the new CIV2 will occur on September 4, 5, and 6, prior to the release of the full version on September 10, 2012. Training will be conducted through CCC Confer and will be archived for future reference.

Key Dates

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<th>July 31</th>
<th>August 1-31, 2012</th>
<th>September 1-10, 2012</th>
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| Last day to submit courses and programs using CIV1 | August 1
  CIV1 closed, no new programs or courses can be submitted | September 1
  Remaining incomplete or unapproved CIV1 programs and courses will be purged |
| | August 1-31
  Chancellor’s Office staff will provide technical assistance to college staff in an effort to approve any remaining proposals in the queue | September 4-6
  CCC Confer Training |
| | | September 10
  CCCCO goes live with CIV2 |
CCC Confer Training Schedule

<table>
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<tr>
<th>September 4 (Tuesday)</th>
<th>September 5 (Wednesday)</th>
<th>September 6 (Thursday)</th>
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<td><strong>Time:</strong> 4:00 pm – 5:00 pm</td>
<td><strong>Time:</strong> 9:00 am – 10:00 am</td>
<td><strong>Time:</strong> 4:00 pm – 5:00 pm</td>
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<td><strong>Call in:</strong> (888) 886-3951</td>
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<td><strong>Passcode:</strong> 140035</td>
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A training schedule reminder notice and additional information will be sent closer to the meeting dates. Additional training session will be added as needed.

A peek at a few of the CIV2 features…

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. MIS Edits
   - MIS edit tables were added to ensure the reconciliation of statewide data reporting.

3. Course and Program Proposal Submissions
   - The existing 11 proposal forms have been replaced with an application screen that allows the submission of new or modified courses and programs using a “drop” down menu. Based on the action to be taken, the application will populate the MIS data elements relevant to the action.

4. 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.

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

cc: Cabinet
    Myrna Huffman
    Sally Lenz
    Jeff Spano