August 21, 2012

TO:  Chief Instructional Officers

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

SUBJECT:  Curriculum Inventory Update

As of August 20, 2012, Curriculum Inventory Version 1 (CI) was closed to accommodate the migration of data to the new Curriculum Inventory Version 2. Consistent with my July 12, 2012, memo to the colleges, the deadline to submit proposals was July 31, and my staff has worked extensively to review, complete or provide technical assistance for those proposals received by the deadline. In the past 20 days (including weekends), Academic Affairs staff conducted over 4,000 curriculum actions, responding to all revisions received by our office for those proposals received by the deadline.

In order to accommodate the huge amounts of data and due to the complexity and magnitude of transferring that data for 112 community colleges, the Chancellor’s Office could not take the entire month of August to process the proposals received, as we had originally planned. In most cases, we were able to provide the technical assistance needed to resolve proposal issues; however, a few outstanding items remain that could not be resolved due to incomplete proposal submissions. Any unresolved or incomplete proposals in the CI queue will be returned to the college queue in “draft” form and will need to be submitted through the Curriculum Inventory Version 2, which will be available in September.

We are currently working with Governet on the migration of the data, beta testing, and ensuring a streamlined submission and review process. Please be reminded that the existing 10 proposal forms have been replaced with an application screen that allows for the submission of new or modified programs and courses information using a “drop down” menu. The “drop down” menu will essentially require the submission of all the elements listed in the current forms. A new feature will include the reporting and validation of MIS program and course data in CI. Please refer to the MIS Data Element Dictionary available online at http://extranet.cccco.edu/Divisions/TechResearchInfoSys/MIS.aspx for course and program information.

Lastly, professional development webinars will be hosted early September on the new system. Thank you for your patience as we transition to CIV2.

cc:  Erik Skinner, CCCCO
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