Curriculum Inventory Version 2 (CIV2)

Technical Assistance Webinar

*September 4-6, 2012*
CCCCO Academic Affairs Division

- Oversight responsibilities for the review and approval of programs and courses for all 112 Community Colleges
  - Including credit and noncredit courses and program awards: AA-T & AS-T, AA & AS degrees, certificates, apprenticeships, etc.

- Partnership with CCCCO Technology, Research and Information Systems Division
Past Practice

• Paper and pencil submissions
• One to four year review process
• 5 Specialists with 5 Separate Databases
  • Separate Credit and Noncredit Focus
  • Separate Course and Program Requirements
• 10 Proposal Forms
Past Practice

Curriculum Inventory Version 1
March 2010
Present Process: Benefits & Constraints

- 10 proposal forms with partial electronic submission
- MIS CB and SP Data Elements
  - Required but not validated
- Stand-alone course pass
  - Not automated
- No search tool
- Data transfer to CIV1 errors
Summer 2012: Transition from CIV1 to CIV2

• Final submissions by July 31, 2012
  – Review and technical assistance (including weekends)
  – AAD staff conducted over 4,000 curriculum actions responding to all revisions received by the final submission deadline

• CIV1 access closed August 20, 2012
  – Migration of data from CIV1 to CIV2
  – Beta testing of CIV2 functionality
Future of Curriculum Inventory: Curriculum Inventory Version 2 (CIV2)

• CIV2 Launches September 2012
  – New Program and Course Approval Handbook (PCAH) including integration of CIV2 user guide

• New Features
  – Public Search Tool & Inventory Reports
  – Portal Format with “User-driven” Alias System
  – “Action-driven” vs. Proposal Forms
  – MIS Edit Tables to reconcile with statewide data reporting
www.curriculum.cccco.edu
Public Search Tool: Filters

Select the type of filter(s) you would like to apply to the data and click on "search".

College(s): [All]  Courses/Programs: Courses


Keyword:

Additional Course Filters

Credit Status: [All]

Search
### Filter

Select the type of filter(s) you would like to apply to the data and click on "search".

- **College(s):**
  - [All]
  - ALAMEDA
  - ALLAN HANCOCK
  - AMERICAN RIVER
  - ANTELOPE VALLEY
  - BAKERSFIELD
  - BARSTOW
  - BERKELEY CITY
  - BUTTE
  - CABRILLO
  - CANADA
  - CANYONS
  - CCCC
  - CERRITOS
  - CERRO COSO
  - CHABOT
  - CHAFFEY
  - CITRUS
  - COASTLINE
  - COLUMBIA
  - COMPTON
  - CONTRA COSTA
  - COPPER MOUNTAIN
  - COSUMNES RIVER
  - CRAFTON HILLS
  - CUESTA
  - CUYAMACA
  - CYPRESS
  - DE ANZA
  - DESERT

- **Courses/Programs:**
  - Courses

- **Discipline / TOP Code (Alpha):**
  - [All]

- **Discipline / TOP Code (Numeric):**
  - [All]
Courses or Programs
Additional Course Filters
Additional Program Filters

Select the type of filter(s) you would like to apply to the data and click on "search".

- College(s): [All]
- Courses/Programs: [All] Programs
- Discipline / TOP Code (Alpha): [All]
- Discipline / TOP Code (Numeric): [All]
- Keyword: 

**Additional Program Filters**

- Program Award: [All]

  - [All]
  - A.A.-T Degree (Transfer)
  - A.S.-T Degree (Transfer)
  - A.A. Degree
  - A.S. Degree

- Program Goal: [All]

  - [All]
  - Certificate of Achievement: 18 or greater semester (or 27 or greater quarter) units
  - Certificate of Achievement: 12 to fewer than 18 semester (or 18 to fewer than 27 quarter) units
  - Noncredit Program
  - Adult High School Diploma Program
Additional Program Filters

![Web interface for selecting filters in a curriculum inventory system](image)

### Filter
Select the type of filter(s) you would like to apply to the data and click on "search".

<table>
<thead>
<tr>
<th>College(s):</th>
<th>Courses/Programs:</th>
<th>Discipline / TOP Code (Alpha):</th>
<th>Discipline / TOP Code (Numeric):</th>
</tr>
</thead>
<tbody>
<tr>
<td>[All]</td>
<td>Programs</td>
<td>[All]</td>
<td>[All]</td>
</tr>
</tbody>
</table>

**Keyword:**

**Additional Program Filters**

<table>
<thead>
<tr>
<th>Program Award:</th>
<th>Program Goal:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[All]</td>
<td>[All]</td>
</tr>
<tr>
<td>[All]</td>
<td>[All]</td>
</tr>
<tr>
<td>Career Technical Education (CTE) and Transfer</td>
<td>Career Technical Education (CTE)</td>
</tr>
<tr>
<td>Career Technical Education (CTE)</td>
<td>Transfer</td>
</tr>
<tr>
<td>Transfer</td>
<td>Other - Designed to meet community needs</td>
</tr>
</tbody>
</table>

**Search**
Discipline/TOP Codes: Alpha vs. Numeric
Discipline/TOP Codes: Alpha vs. Numeric
Public Search Tool: Keyword
Public Search Tool Results

- Results include active data only
- CIV2 provides colleges with streamlined access to correct and amend existing data
Sample Results: Courses

Note: Public search results include select data elements.

<table>
<thead>
<tr>
<th>Row</th>
<th>College</th>
<th>Course ID</th>
<th>Course Title</th>
<th>Credit Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ALLAN HANCOCK</td>
<td>NURS 102</td>
<td>Community Med-Surg Nursing</td>
<td>Credit - Degree Applicable</td>
</tr>
<tr>
<td>2</td>
<td>ALLAN HANCOCK</td>
<td>NURS 110</td>
<td>Mental Health Nursing</td>
<td>Credit - Degree Applicable</td>
</tr>
<tr>
<td>3</td>
<td>AMERICAN RIVER</td>
<td>NURS299-1020</td>
<td>Experiment Offer Nursing</td>
<td>Credit - Degree Applicable</td>
</tr>
<tr>
<td>4</td>
<td>AMERICAN RIVER</td>
<td>NURS370-25816</td>
<td>Focused Learning in the Associate Degree Nursing Program</td>
<td>Credit - Degree Applicable</td>
</tr>
<tr>
<td>5</td>
<td>AMERICAN RIVER</td>
<td>NURS505-4681</td>
<td>Transition to AS - Nursing</td>
<td>Credit - Degree Applicable</td>
</tr>
<tr>
<td>6</td>
<td>AMERICAN RIVER</td>
<td>NURS5430-7970</td>
<td>Management of Multiple Patients and Medical - Surgical Nursing IV</td>
<td>Credit - Degree Applicable</td>
</tr>
<tr>
<td>7</td>
<td>AMERICAN RIVER</td>
<td>NURS499-276</td>
<td>Exper Offering in Nursing</td>
<td>Credit - Degree Applicable</td>
</tr>
<tr>
<td>8</td>
<td>ANTELOPE VALLEY</td>
<td>AH 101</td>
<td>Pre-Nursing: Intro to Nursing</td>
<td>Credit - Degree Applicable</td>
</tr>
<tr>
<td>9</td>
<td>ANTELOPE VALLEY</td>
<td>LAC 098</td>
<td>Math for Nursing</td>
<td>Credit - HOT Degree Applicable</td>
</tr>
<tr>
<td>10</td>
<td>ANTELOPE VALLEY</td>
<td>NS 110</td>
<td>Professional Nursing I</td>
<td>Credit - Degree Applicable</td>
</tr>
</tbody>
</table>

Displaying Items 1 - 10 of 63
Sample Results: Programs

Note: Public search results include select data elements.
Export to Excel Feature

### Programs

<table>
<thead>
<tr>
<th>Rank</th>
<th>College</th>
<th>Title</th>
<th>Program Goal</th>
<th>Award Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ALAMEDA</td>
<td>Mathematics</td>
<td>Transfer</td>
<td>A.S.-T Degree (Transfer)</td>
</tr>
<tr>
<td>2</td>
<td>ALLAN HANCOCK</td>
<td>Mathematics</td>
<td>Transfer</td>
<td>A.S.-T Degree (Transfer)</td>
</tr>
<tr>
<td>3</td>
<td>AMERICAN RIVER</td>
<td>Administration of Justice</td>
<td>Transfer</td>
<td>A.S.-T Degree (Transfer)</td>
</tr>
<tr>
<td>4</td>
<td>AMERICAN RIVER</td>
<td>Early Childhood Education</td>
<td>Transfer</td>
<td>A.S.-T Degree (Transfer)</td>
</tr>
<tr>
<td>5</td>
<td>AMERICAN RIVER</td>
<td>Geology</td>
<td>Transfer</td>
<td>A.S.-T Degree (Transfer)</td>
</tr>
<tr>
<td>6</td>
<td>AMERICAN RIVER</td>
<td>Physics</td>
<td>Transfer</td>
<td>A.S.-T Degree (Transfer)</td>
</tr>
<tr>
<td>7</td>
<td>ANTELOPE VALLEY</td>
<td>Mathematics</td>
<td>Transfer</td>
<td>A.S.-T Degree (Transfer)</td>
</tr>
<tr>
<td>8</td>
<td>BUTTE</td>
<td>Administration of Justice</td>
<td>Transfer</td>
<td>A.S.-T Degree (Transfer)</td>
</tr>
</tbody>
</table>

Displaying Items 1 - 8 of 8
Export to Excel Feature

<table>
<thead>
<tr>
<th>Row</th>
<th>College Title</th>
<th>Program Title</th>
<th>Program Goal</th>
<th>Program Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>ALAMEDA</td>
<td>Mathematics</td>
<td>Transfer</td>
<td>A.S.-T Degree (Transfer)</td>
</tr>
<tr>
<td>3</td>
<td>ALLAN HANCOCK</td>
<td>Mathematics</td>
<td>Transfer</td>
<td>A.S.-T Degree (Transfer)</td>
</tr>
<tr>
<td>4</td>
<td>AMERICAN RIVER</td>
<td>Administration of Justice</td>
<td>Transfer</td>
<td>A.S.-T Degree (Transfer)</td>
</tr>
<tr>
<td>5</td>
<td>AMERICAN RIVER</td>
<td>Early Childhood Education</td>
<td>Transfer</td>
<td>A.S.-T Degree (Transfer)</td>
</tr>
<tr>
<td>6</td>
<td>AMERICAN RIVER</td>
<td>Geology</td>
<td>Transfer</td>
<td>A.S.-T Degree (Transfer)</td>
</tr>
<tr>
<td>7</td>
<td>AMERICAN RIVER</td>
<td>Physics</td>
<td>Transfer</td>
<td>A.S.-T Degree (Transfer)</td>
</tr>
<tr>
<td>8</td>
<td>ANTELOPE VALLEY</td>
<td>Mathematics</td>
<td>Transfer</td>
<td>A.S.-T Degree (Transfer)</td>
</tr>
</tbody>
</table>
Public Search Tool
Public Search Tool: Reports

Public Reports

- Programs Report
- Courses Report
Program Reports

- Reports section includes the same filter options as the search section of the public search tool
- Public report results include more data elements than public search results
### Programs Report

**Filter**
- College(s): [All]
- Discipline / TOP Code (Alpha): [All]
- Discipline / TOP Code (Numeric): [All]
- Award Type: [All]
- Program Goal: [All]

**Export to Excel**

<table>
<thead>
<tr>
<th>Row</th>
<th>College</th>
<th>#</th>
<th>Title</th>
<th>TOP</th>
<th>Program Goal</th>
<th>Program Award</th>
<th>Approved</th>
<th>Cert Units</th>
<th>Major Units</th>
<th>Total</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ALAMEDA</td>
<td>01136</td>
<td>African-American Studies</td>
<td>220000</td>
<td>A.A. Degree</td>
<td></td>
<td>1970</td>
<td>0</td>
<td>18</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>2</td>
<td>ALAMEDA</td>
<td>01135</td>
<td>Anthropology</td>
<td>220200</td>
<td>A.A. Degree</td>
<td></td>
<td>1970</td>
<td>0</td>
<td>18</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>3</td>
<td>ALAMEDA</td>
<td>01109</td>
<td>Apparel Design &amp; Merchandising (2 year)</td>
<td>130300</td>
<td>Career Technical Education (CTE)</td>
<td>Certificate of Achievement: 18 or greater semester (or 27 or greater quarter) units</td>
<td>1975</td>
<td>0</td>
<td>38</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>4</td>
<td>ALAMEDA</td>
<td>19838</td>
<td>Apparel Design &amp; Merchandising [2yr]</td>
<td>130300</td>
<td>Career Technical Education (CTE)</td>
<td>Certificate of Achievement: 18 or greater semester (or 27 or greater quarter) units</td>
<td>1975</td>
<td>38</td>
<td>0</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>5</td>
<td>ALAMEDA</td>
<td>01118</td>
<td>Art</td>
<td>100200</td>
<td>A.A. Degree</td>
<td></td>
<td>1970</td>
<td>0</td>
<td>18</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>6</td>
<td>ALAMEDA</td>
<td>19833</td>
<td>Auto Body</td>
<td>094900</td>
<td>Career Technical Education (CTE)</td>
<td>Certificate of Achievement: 18 or greater semester (or 27 or greater quarter) units</td>
<td>1970</td>
<td>27</td>
<td>0</td>
<td></td>
<td>Active</td>
</tr>
<tr>
<td>7</td>
<td>ALAMEDA</td>
<td>01115</td>
<td>Auto Body</td>
<td>094900</td>
<td>Career Technical Education (CTE)</td>
<td>Certificate of Achievement: 18 or greater semester (or 27 or greater quarter) units</td>
<td>1970</td>
<td>0</td>
<td>27</td>
<td></td>
<td>Active</td>
</tr>
</tbody>
</table>
Course Reports

- Reports section includes the same filter options as the search section of the public search tool
- Public report results include more data elements than public search results
## Sample: Course Report Results

![C CCCO Curriculum Inventory](image)

### Courses Report

**Filter**

Select the type of filter(s) you would like to apply to the data and click on "search".

<table>
<thead>
<tr>
<th>College(s):</th>
<th>Credit Status:</th>
<th>Discipline / TOP Code (Alpha):</th>
<th>Discipline / TOP Code (Numeric):</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALAMEDA</td>
<td>Credit - Degree Applicable</td>
<td>Accounting - 050200</td>
<td>050200 - Accounting</td>
</tr>
</tbody>
</table>

**Courses List**

<table>
<thead>
<tr>
<th></th>
<th>College</th>
<th>CRN</th>
<th>Type</th>
<th>Credit</th>
<th>Title</th>
<th>TOP Code</th>
<th>Grade</th>
<th>Grade Position</th>
<th>Repeat Code</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ALAMEDA</td>
<td>CCC000379666</td>
<td>BUS 001A</td>
<td>4</td>
<td>FINANCIAL ACCOUNTING</td>
<td>0502...</td>
<td>D</td>
<td>A</td>
<td>6</td>
<td>N</td>
</tr>
<tr>
<td>2</td>
<td>ALAMEDA</td>
<td>CCC000379666</td>
<td>BUS 001B</td>
<td>4</td>
<td>MANAGERIAL ACCOUNTING</td>
<td>0502...</td>
<td>D</td>
<td>A</td>
<td>6</td>
<td>N</td>
</tr>
<tr>
<td>3</td>
<td>ALAMEDA</td>
<td>CCC000364468</td>
<td>BUS 020</td>
<td>3</td>
<td>GENERAL ACCOUNTING</td>
<td>0502...</td>
<td>D</td>
<td>B</td>
<td>5</td>
<td>N</td>
</tr>
<tr>
<td>4</td>
<td>ALAMEDA</td>
<td>CCC000392277</td>
<td>BUS 024</td>
<td>3</td>
<td>COMPUTER APPLICATION IN ACCOUNTING</td>
<td>0502...</td>
<td>D</td>
<td>B</td>
<td>3</td>
<td>N</td>
</tr>
<tr>
<td>5</td>
<td>ALAMEDA</td>
<td>CCC000351119</td>
<td>BUS 031A</td>
<td>2</td>
<td>COMPUTER APPLICATION IN ACCOUNTING</td>
<td>0502...</td>
<td>D</td>
<td>C</td>
<td>2</td>
<td>N</td>
</tr>
<tr>
<td>6</td>
<td>ALAMEDA</td>
<td>CCC000366007</td>
<td>BUS 031B</td>
<td>2</td>
<td>COMPUTER APPLICATION IN ACCOUNTING</td>
<td>0502...</td>
<td>D</td>
<td>C</td>
<td>3</td>
<td>N</td>
</tr>
<tr>
<td>7</td>
<td>ALAMEDA</td>
<td>CCC000366007</td>
<td>BUS 101AL</td>
<td>1</td>
<td>FINANCIAL ACCOUNTING</td>
<td>0502...</td>
<td>D</td>
<td>C</td>
<td>1</td>
<td>N</td>
</tr>
</tbody>
</table>

**Export to Excel**

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CALIFORNIA COMMUNITY COLLEGES SYSTEM OFFICE
CI Directory

112 Colleges
Totaling 448
CIV1 College Contacts
(as of 8/20/12)
College Roles & Functions

College CIO
- CCCCCO Alias List Subscriber
- Manage CIV2 college-level access

CI Lead
- Ability to conduct all content creation and submission functions in CIV2

CI User
- Ability to create content in CIV2
- No ability to submit content to the CCCCCO in CIV2

CI Reader
- Read-only access in CIV2

Upon Launch:
-College CIOs will be able to grant users “College CIO” level access

Phased Implementation:
-CI Lead and CI User functions will not be available when CI launches (9/10/12). Additional technical support will be provided when the roles become available.
College Sign In

CCCCO Curriculum Inventory

Chancellor’s Office
California Community Colleges
Demo College: Sign In

Sign In

Please enter your User Name/Email and password.

Account Information
User Name/Email: bulleadmin@butte.edu
Password: **********

Sign In
College CI Roles
## College View: Admin

### CCCCO Curriculum Inventory

#### Action Summary

<table>
<thead>
<tr>
<th>Date</th>
<th>Proposal Type</th>
<th>Proposal Title</th>
<th>Proposal Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Administration of Justice</td>
<td>Draft</td>
</tr>
</tbody>
</table>

#### Proposal Status Statistics

<table>
<thead>
<tr>
<th>Proposals Status</th>
<th>Programs</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>17</td>
<td>16</td>
</tr>
<tr>
<td>Submitted</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Revision Requested</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Active</td>
<td>144</td>
<td>2754</td>
</tr>
<tr>
<td>Inactive</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Denied</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

---

Welcome [butteadmin@butte.edu](mailto:butteadmin@butte.edu) [Sign Out]

[Displaying items 1 - 10 of 2985]
College Queue: Proposals

![Image of CCCC0 Curriculum Inventory interface]

<table>
<thead>
<tr>
<th>Action</th>
<th>College</th>
<th>Proposal Status</th>
<th>Control Number</th>
<th>Proposal Title</th>
<th>Proposal Type</th>
<th>Credit Status</th>
<th>Attachments</th>
<th>User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit / Delete</td>
<td>BUTTE</td>
<td>Draft</td>
<td></td>
<td>Program (Substantia)</td>
<td>Credit</td>
<td></td>
<td>Admin, BUTTE</td>
<td></td>
</tr>
<tr>
<td>Edit / Delete</td>
<td>BUTTE</td>
<td>Draft</td>
<td></td>
<td>Program (Substantia)</td>
<td>Credit</td>
<td></td>
<td>Admin, BUTTE</td>
<td></td>
</tr>
<tr>
<td>Edit / Delete</td>
<td>BUTTE</td>
<td>Draft</td>
<td></td>
<td>Program (Correction)</td>
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<td>Admin, BUTTE</td>
<td></td>
</tr>
<tr>
<td>Edit / Delete</td>
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<td>Draft</td>
<td></td>
<td>Program (New)</td>
<td>Noncredit</td>
<td></td>
<td>Admin, BUTTE</td>
<td></td>
</tr>
<tr>
<td>Edit / Delete</td>
<td>BUTTE</td>
<td>Draft</td>
<td></td>
<td>Program (New)</td>
<td>Noncredit</td>
<td></td>
<td>Admin, BUTTE</td>
<td></td>
</tr>
<tr>
<td>Edit / Delete</td>
<td>BUTTE</td>
<td>Draft</td>
<td></td>
<td>Program (New)</td>
<td>Noncredit</td>
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<td>Admin, BUTTE</td>
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</tr>
<tr>
<td>Edit / Delete</td>
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<td>Draft</td>
<td></td>
<td>Program (Correction)</td>
<td>Credit</td>
<td></td>
<td>Admin, BUTTE</td>
<td></td>
</tr>
<tr>
<td>Edit / Delete</td>
<td>BUTTE</td>
<td>Draft</td>
<td></td>
<td>Program (New)</td>
<td>Credit</td>
<td></td>
<td>Admin, BUTTE</td>
<td></td>
</tr>
<tr>
<td>Edit / Delete</td>
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<td>Draft</td>
<td>1094000</td>
<td>Course (Substantia)</td>
<td>Credit</td>
<td></td>
<td>Admin, BUTTE</td>
<td></td>
</tr>
<tr>
<td>Edit / Delete</td>
<td>BUTTE</td>
<td>Draft</td>
<td></td>
<td>Administration of Justice</td>
<td>Program (New)</td>
<td>Credit</td>
<td>View</td>
<td>Admin, BUTTE</td>
</tr>
</tbody>
</table>

**Action Summary**

- Date
- Proposal Type
- Proposal Title
- Proposal Status

**Proposal Status Statistics**

<table>
<thead>
<tr>
<th>Proposal Status</th>
<th>Programs</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft</td>
<td>17</td>
<td>16</td>
</tr>
<tr>
<td>Submitted</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Revision Requested</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Active</td>
<td>144</td>
<td>2754</td>
</tr>
<tr>
<td>Inactive</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Denied</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

(Showing first 10 of 2988 items)
College Queue: Filters

![Image of College Queue: Filters interface]

The image shows the College Queue: Filters interface, which allows users to filter proposals based on specific criteria. The interface includes options to select the college, proposal status, control number, and proposal title. Users can also apply filters to show rows with values that are equal to specific criteria. The example shows filters applied to proposals related to the Administration of Justice.
Proposal Status Statistics

[Table and chart image of CCCCO Curriculum Inventory with Proposal Status Statistics]

- **Proposal Status Statistics**
  - **Proposals Status**
    - Draft: 17
    - Submitted: 0
    - Revision Requested: 0
    - Active: 1,444
    - Inactive: 1
    - Denied: 0
  - **Programs**: 16
  - **Courses**: 2,754

[Diagram showing data entry and proposal status summary]
Draft Proposals

![Image of CCCCO Curriculum Inventory](image_url)
Proposal Action Summary
from 10 Forms \(\rightarrow\) to Many Actions

STEP 1: Program or Course?

STEP 2: New or Amend?
- New
- Amend
  - Correction
  - Substantial Change
  - Nonsubstantial Change
  - Active to Inactive
  - Inactive to Active
New Program or New Course
New Program

### CCCCCO Curriculum Inventory

#### New Program

**Program Award**

- Accreditation
- Eligibility
- Category

**Title**

- [ ]

**SP01: Program T.O.P.**

- [ ]
- [ ]
- [ ]

**Distance Education**

- [ ]
- [ ]

**JUSTIFICATION**

- [ ]
- [ ]
- [ ]

**ORGANIZATION**

- [ ]
- [ ]
- [ ]
New Program: Select Program Type

**Program Award**
- A - A.A. Degree
- A - A.A. Degree (Transfer)
- S - A.S. Degree
- X - A.S. Degree (Transfer)

**Title**
- A - A.A. Degree
- A - A.A. Degree (Transfer)
- S - A.S. Degree
- X - A.S. Degree (Transfer)

**SP01: Program T.O.P. Code**
- B - Certificate of Achievement 12 to fewer than 18 semester (or 18 to fewer than 27 quarter) units
- C - Certificate of Achievement 18 or greater semester (or 27 or greater quarter) units

**Noncredit eligibility**
- Noncredit Program - Noncredit Program
- Adult HS Program - Adult High School Diploma Program
Fields change based upon selection
## New Course

### CCCC0 Curriculum Inventory

#### New Course

<table>
<thead>
<tr>
<th>GB01: Course ID</th>
<th>CB21: Prior Transfer Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>CB02: Title</td>
<td>CB22: Noncredit Eligibility Category Code</td>
</tr>
<tr>
<td>CB03: T.O.P. Code</td>
<td>CB23: Funding Agency Category</td>
</tr>
<tr>
<td>CB04: Credit Status</td>
<td>CB24: Stand-alone Credit Course</td>
</tr>
<tr>
<td>CB05: Transfer Status</td>
<td>Start Date: 8/3/2012</td>
</tr>
<tr>
<td>CB06: Basic Skill Status</td>
<td>Curriculum Committee Approved</td>
</tr>
<tr>
<td>CB07: S.A.M. Priority Code</td>
<td>District Board Approved</td>
</tr>
<tr>
<td>CB08: Cooperative Work Experience</td>
<td>Yes  No</td>
</tr>
<tr>
<td>CB09: Course Classification Status</td>
<td></td>
</tr>
<tr>
<td>CB10: Approved Special Class</td>
<td>Description</td>
</tr>
</tbody>
</table>

---

**Description**

- [Select block type] [Styles] [ABC]
### New Course: Select Credit Status

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Prior Transfer Level</th>
<th>Noncredit Eligibility Category Code</th>
<th>Funding Agency Category</th>
<th>Stand-alone Credit Course</th>
<th>Credit Status</th>
<th>Transfer Status</th>
<th>Basic Skill Status</th>
<th>SAM Priority Code</th>
<th>Cooperative Work Experience</th>
<th>Course Classification Status</th>
<th>Approved Special Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>CB01</td>
<td>CB21</td>
<td>CB22</td>
<td>CB23</td>
<td>CB24</td>
<td>CB04</td>
<td>CB05</td>
<td>CB08</td>
<td>CB09</td>
<td>CB10</td>
<td>CB11</td>
<td>CB13</td>
</tr>
<tr>
<td>CB02: Title</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CB03: T.O.P. Code</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CB04: Credit Status</td>
<td></td>
<td>C - Credit - Not Degree Applicable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CB05: Transfer Status</td>
<td></td>
<td>D - Credit - Degree Applicable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CB08: Basic Skill Status</td>
<td></td>
<td>N - Noncredit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Date</td>
<td></td>
<td>9/3/2012</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Curriculum Committee Approved**: No
- **District Board Approved**: No
Sample: Noncredit course selected
from 10 Forms → Many Actions

STEP 1: Program or Course?

STEP 2: New or Amend?
- New
- Amend
  - Correction
  - Substantial Change
  - Nonsubstantial Change
  - Active to Inactive
  - Inactive to Active
Amend: Action Features

- Drop-down menu with auto-fill for items based upon selected action
  - For example, noncredit course selection results in only noncredit fields for entry (removing credit course related items)
- Locked cells for proposal items that cannot be changed based upon the action selected
  - For example, substantial changes vs. nonsubstantial changes
- Added MIS Data Element identifiers and coding
  - CB and SP codes
- Validation process prior to submission
Amend: Action Definitions
(for programs & courses)

- **Correction**: An action to correct a value previously reported in error. This action will **not** issue a new control number.

- **Substantial Change**: A new program or course based upon this proposal. This action **will** initiate a new control number.

- **Nonsubstantial Change**: An action to change this program or course that will **not** initiate a new control number.

- **Active to Inactive**: An action to make this program or course inactive.

- **Inactive to Active**: An action to reactive this program or course which was previously made inactive.
Amend: Action Definitions
Substantial Change vs. Nonsubstantial Change

- **Substantial Change:** A new program or course based upon this proposal. This action will initiate a new control number.
  - **Course:** Change MIS Course Data Elements CB03, CB04, CB06, CB07, CB08, CB09, CB21, and/or CB22.
  - **Program:** Addition of new certificate, degree, or major/area of emphasis. Top code change to a different TOP code discipline.

- **Nonsubstantial Change:** An action to change this program or course that will not initiate a new control number.
  - **Course:** Change MIS Course Data Elements CB01, CB02, CB05, CB10, CB11, CB12, CB13, CB14, CB15, CB19, CB20, CB23, and/or CB24.
  - **Program:** Title change, TOP code change within the same TOP code discipline, certificate unit change, degree unit change, or the addition/removal courses from an existing approved program.
View or Amend an Active Proposal
Amend an Active Course Proposal
Amend an Active **Course Proposal**

**Proposal Action**
- Correction: An action to correct a value previously reported in error. This action will not initiate a new control number.
- Substantial Change: A new program or course based upon this proposal. This action will initiate a new control number.
- Nonsubstantial Change: An action to change this program or course that will not initiate a new control number.
- Active to Inactive: An action to make this program or course inactive.

**Current Course Information**

<table>
<thead>
<tr>
<th>Control Number</th>
<th>CCC006204342</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Status</td>
<td>Active</td>
</tr>
<tr>
<td>CB01: Course ID</td>
<td>132110</td>
</tr>
<tr>
<td>CB02: Title</td>
<td>REFRESHER KEYBOARDING</td>
</tr>
<tr>
<td>CB03: T.O.P. Code</td>
<td>051400 - Office Techno</td>
</tr>
<tr>
<td>CB04: Credit Status</td>
<td>D - Credit - Degree App</td>
</tr>
<tr>
<td>CB05: Transfer Status</td>
<td>D - Transferable to CSL</td>
</tr>
<tr>
<td>CB07: Course Units Minimum</td>
<td>1</td>
</tr>
<tr>
<td>CB06: Course Units Maximum</td>
<td>3</td>
</tr>
<tr>
<td>CB08: Basic Skill Status</td>
<td>N - Course is not a basic</td>
</tr>
<tr>
<td>CB09: S.A.M. Priority Code</td>
<td>D - &quot;D&quot; courses are thou</td>
</tr>
<tr>
<td>CB10: Cooperative Work Experience</td>
<td>N - N = is not part of a cl</td>
</tr>
<tr>
<td>CB11: Curric.</td>
<td></td>
</tr>
<tr>
<td>CB21: Prior Transfer Level</td>
<td></td>
</tr>
<tr>
<td>CB22: Noncredit Eligibility Category Code</td>
<td></td>
</tr>
<tr>
<td>CB23: Funding Agency Category</td>
<td></td>
</tr>
<tr>
<td>CB24: Stand-alone Credit Course</td>
<td></td>
</tr>
<tr>
<td>Start Date</td>
<td></td>
</tr>
<tr>
<td>Curriculum Committee Approved</td>
<td></td>
</tr>
<tr>
<td>District Board Approved</td>
<td></td>
</tr>
</tbody>
</table>

**Take Action**
# Amend an Active Program Proposal

## Current Program Information

<table>
<thead>
<tr>
<th>Control Number</th>
<th>31042</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Status</td>
<td>Active</td>
</tr>
<tr>
<td>Program Award</td>
<td>X - A.S.-T Degree (Trans)</td>
</tr>
<tr>
<td>Title</td>
<td>Administration of Justice</td>
</tr>
<tr>
<td>Start Date</td>
<td>8/22/2011</td>
</tr>
<tr>
<td>Program Goal</td>
<td>T - Transfer</td>
</tr>
<tr>
<td>SPT: Program T.O.P. Code</td>
<td>210500 - Administration</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated FTE Faculty Workload</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Number of New Faculty Positions</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Cost, New Equipment $</td>
<td>-</td>
</tr>
<tr>
<td>Cost of New/Remodeled Facility $</td>
<td>-</td>
</tr>
<tr>
<td>Estimated Cost, Library Acquisitions $</td>
<td>-</td>
</tr>
<tr>
<td>Evaluation Month / Year</td>
<td>-</td>
</tr>
<tr>
<td>Non-credit eligibility category</td>
<td>-</td>
</tr>
<tr>
<td>Gainful Employment</td>
<td>-</td>
</tr>
<tr>
<td>Apprenticeship</td>
<td>-</td>
</tr>
</tbody>
</table>
Amend an Active Program: Substantial Change
Validate & Submit to CCCC0
Sample: Validation Error

- Estimated FTE Faculty Workload is required.
- Number of New Faculty Positions is required.
- Cost of New/Remodeled Facility is required.
- Estimated Cost, Library Acquisitions is required.
- Evaluation Month / Year is required.
- You are missing these Documents
  --Course Outline of Records (COR) for all courses
  --Development Criteria Narrative & Documentation
  --Signature Page
CCCCO Review Process
Roles & Functions

- CI Reviewer - Preliminary Review (Intake)
- CI Reviewer - Secondary Review (Content Analysis & Technical Assistance)
- CI Administrator - Final Review (Approval & Denial)

- CI Reviewers will continue FIFO review process
- Ongoing top priority given to AA-T & AS-T Degrees
After Review & Approval…

• Revised format for award letter
  – Includes CIV2 Record

• Emailed to CIO and designated CI Lead(s)

• Sample: program award letter shown right
Bulk Upload

Options

Document Templates

Proposal Type: Course
Proposal Action Type: -- Proposal Action Type --
MS Excel File: Browse...
Number of Sheets: 1
Run in test mode: Yes

Output
Next Steps

• September 4-6, 2012
  – Technical Assistance Webinars

• September 18, 2012*
  – CIV2 Live
  – Draft Program and Course Approval Handbook (PCAH) 5th Edition Released
  – CIO college account information is emailed to each college CIO via CCCCCO alias system
Next Steps: College Action Items

• CIO to Change CIV2 Password
  – Begin using CIV2 for submission of curriculum proposals

• Review College Data
  – Make corrections as needed
  – Note the public search tool is live

• Stand-alone Courses Local Approval Certification
  – Deadline for response to CCCCCO is 9/30/12
Chancellor’s Office
Division Contact Information

• Academic Affairs Division
  – Please submit your CI-related written inquiry to: curriculum@ccccco.edu

• Technology, Research and Information Systems Division
  – Please submit your MIS-related written inquiry to: cccmisedit@ccccco.edu
Thank You

for your continued support, collegiality, and commitment to serving our California community colleges!
Questions & Feedback

CCCCO Curriculum Inventory

Chancellor’s Office
California Community Colleges