



COLLEGE CURRICULUM COMMITTEE

CALENDAR 2002-2003

Workshops Fall 2002		
Workshop Date	Topic	Audience
August 15, S300 2PM-4PM	Creating course outlines	Outline preparers
August 15, S300 4PM-5PM	Submission preparation	Outline preparers
August 21	Proposal review	Committee members
August 28	Integrated outline	Faculty, Department heads
September 11	Proposal preparation	Faculty, Department heads
September 25	Technical review (earlier workshops recommended)	Committee members, Faculty, Department heads
October 9	Articulation of courses for transfer	Committee members, Faculty, Department heads
October 23	Pre/Corequisites & Advisories	Committee members, Faculty, Department heads

Workshops Spring 2003		
Workshop Date	Topic	Audience
January 13 (room & time tba)	Creating course outlines	Outline preparers
January 13 (room & time tba)	Submission preparation	Outline preparers
January 15	Integrated outline	Faculty, Department heads
January 22	Technical review	Committee members, Faculty, Department heads

Workshop Descriptions	
Workshop title	Workshop topics
Creating course outlines	Outline components (description, specifics, description, objectives, content, methodology and classification) and format.
Submission preparation	Preparation of Curriculum committee forms. Committee meeting proposal presentation guidelines.
Proposal review	Review of Calif. Title 5 Regulations, ASCCC and CCSF Guidelines. Integrity of a course outline. Format of the course outline.
Integrated outline	Development of unit load, catalog description, objectives, content and methodology. Prerequisites, corequisites and advisories.
Proposal preparation	Curriculum Office forms, signatures and package preparation.
Technical review	Checklist of review items.
Articulation of courses for transfer	Qualification for UC/CSU transfer, CSU General Ed., CAN, IGETC and course-to-course articulation. Use of www.assist.org .
Pre/Corequisites & Advisories	Prerequisite, corequisite and advisory types and review requirements. Content review, data collection and analysis. Approval forms and the approval process.
Curriculum workshops are held in Cloud 334 from 2:00PM to 3:30PM (please RSVP to the Curriculum Secretary, x3301)	
Technical Review, Proposal Submission & Meeting Dates are on page 2.	

Curriculum Committee Calendar 2002-2003

Notes, Guidelines and Resources																																	
Technical Review Submission Guidelines	<p>Outline/program preparers are advised to contact the Chair of the Curriculum Committee (x3896) or the Dean of Curriculum (x3360) to make an appointment for an informal outline review prior to a technical review deadline.</p> <ul style="list-style-type: none"> • Submit two final draft outline/program copies to the Curriculum Secretary (Cloud 308E). • Include one copy of prerequisite/corequisite/advisory form(s) if proposed. • For a revision, include a copy of the current outline/program. • Course outline signatures are required. • Curriculum Committee submission forms are not required. <p>Submitters will be notified within five school days to prepare a final submission package.</p>																																
Proposal Submission	All (Spring 2003) proposals must complete technical review before being submitted to the Committee. Proposals are due in Curriculum Office (Cloud 308E) before 3PM on the dates shown below.																																
Meetings	All Curriculum Committee meetings are in Cloud 334 from 1:30 PM to 3:00 PM																																
Approval	Courses approved with stipulations must be submitted to the curriculum office within two weeks.																																
State Approval	Courses and programs approved by the Curriculum Committee and the District that require and are pending state approval will not appear in the print Catalog. Such courses and programs will appear in the online Catalog as "pending approval" and will not appear in the Schedule of Classes. Please contact the Dean of Curriculum for more information (x3360).																																
Web sites	CCSF Curriculum - www.ccsf.edu/curriculum (Fall 2002) Transfer/articulation agreements - www.assist.org																																
Resources	<table> <tbody> <tr> <td>Deanna Abma</td> <td>Articulation Officer</td> <td>239-3583</td> <td>E308I</td> </tr> <tr> <td>Tom Blair</td> <td>Honors Program Coordinator</td> <td>239-3542</td> <td>A304</td> </tr> <tr> <td>Sherry Chow</td> <td>Curriculum Secretary</td> <td>239-3301</td> <td>C308E</td> </tr> <tr> <td>Brian Ellison</td> <td>Dean of Curriculum</td> <td>239-3360</td> <td>C310D</td> </tr> <tr> <td>Michael Kelly</td> <td>Curriculum Committee Chair</td> <td>239-3248</td> <td>L462</td> </tr> <tr> <td>Kitty Moriwaki</td> <td>Assessment & Preq. Coordinator</td> <td>239-3751</td> <td>E204</td> </tr> <tr> <td>Kim Nacion</td> <td>Catalog Editor</td> <td>239-3391</td> <td>E308E</td> </tr> <tr> <td>Janet Willett</td> <td>TMI Coordinator</td> <td>239-3123</td> <td>B210</td> </tr> </tbody> </table>	Deanna Abma	Articulation Officer	239-3583	E308I	Tom Blair	Honors Program Coordinator	239-3542	A304	Sherry Chow	Curriculum Secretary	239-3301	C308E	Brian Ellison	Dean of Curriculum	239-3360	C310D	Michael Kelly	Curriculum Committee Chair	239-3248	L462	Kitty Moriwaki	Assessment & Preq. Coordinator	239-3751	E204	Kim Nacion	Catalog Editor	239-3391	E308E	Janet Willett	TMI Coordinator	239-3123	B210
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Technical Review, Proposal Submission & Meeting Dates				
Fall	Meeting Notes	Technical Review	Proposal Submission	Committee Meetings
1	Business meeting (no proposals).			September 4
2			September 3	September 18
3	Deadline for the Spring 2003 Schedule of Classes (print version).		September 17	October 2
4	Deadline for the 2003-2004 Catalog for courses requiring state approval (contact the Dean of Curriculum x3360).		October 1	October 16
5			October 15	October 30
6	Deadline to offer a new or revised course in Spring 2003 (Stipulation deadline is November 15)		October 29	November 13
7			November 26	December 11
Spring				
1	Deadline for the 2003-2004 Catalog (print version).	December 17	January 14	January 29
2		January 14	January 28	February 12
3		January 28	February 11	February 26
4	Deadline for the Fall 2003 Schedule of Classes (print version).	February 11	February 25	March 12
5		March 11	March 25	April 9
6		March 25	April 8	April 30
7	Business meeting (no new proposals).			May 14