



# COLLEGE CURRICULUM COMMITTEE

## CALENDAR 2003-2004

Workshops Fall 2003 and Spring 2004		
Workshop Date	Topic	Audience
Check the Fall and Spring Flex schedule	<ul style="list-style-type: none"> <li>• Creating course outlines</li> <li>• Submission preparation</li> </ul>	Outline preparers
Call the Curriculum Office x3986	<ul style="list-style-type: none"> <li>• Proposal review</li> <li>• Integrated outline</li> <li>• Proposal preparation</li> <li>• Technical review (earlier workshops recommended)</li> <li>• Articulation of courses for transfer</li> <li>• Pre/Corequisites &amp; Advisories</li> </ul>	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 <a href="http://www.assist.org">www.assist.org</a> .
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)	

Important Dates
Technical Review, Proposal Submission & Meeting Dates are on page 2.

## Curriculum Committee Calendar 2002-2003 (DRAFT)

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"> <li>• Submit one final draft outline/program copies to the Curriculum Secretary (Cloud 308E).</li> <li>• Include one copy of prerequisite/corequisite/advisory form(s) if proposed.</li> <li>• For a revision, include a copy of the current outline/program.</li> <li>• Curriculum Committee submission forms are not required.</li> </ul> <p>Submitters will be notified within five school days to prepare a final submission package.</p>			
Proposal Submission	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	Curriculum Committee - <a href="http://www.ccsf.edu/cc">www.ccsf.edu/cc</a> Curriculum Office - <a href="http://www.ccsf.edu/curri">www.ccsf.edu/curri</a> Articulation Office - <a href="http://www.ccsf.edu/artic">www.ccsf.edu/artic</a> Transfer/articulation agreements - <a href="http://www.assist.org">www.assist.org</a>			
Resources	Deanna Abma	Articulation Officer	239-3583	E308I
	Sherry Chow	Curriculum Secretary	239-3301	C308E
	Brian Ellison	Dean of Curriculum	239-3360	C310D
	Michael Kelly	Curriculum Committee Chair	239-3248	L462
	Suzanne Korey	DACUM	550-4437	EVANS
	Sami Kudsi	Honors Program Coordinator	239-3376	L572
	Kitty Moriwaki	Assessment & Preq. Coordinator	239-3751	E204
	Kim Nacion	Catalog Editor	239-3391	E308E
	Janet Willett	TMI Coordinator	239-3123	B210

Technical Review, Proposal Submission & Meeting Dates				
Fall	Technical Review	Proposal Submission	Committee Meetings (Cloud 334 at 1:30 PM)	Meeting Notes
1			September 3	Business meeting (no proposals).
2	August 19	September 2	September 17	
3	September 2	September 16	October 1	
4	September 15	September 30	October 15	Deadline for the Spring 2004 Schedule of Classes (print version).
5	September 30	October 14	October 29	
6	October 14	October 28	November 12	Deadline to offer new courses in Spring 2004 (Stipulation deadline - November 14)
7	November 11	November 25	December 10	
Spring				
1	December 16	January 20	February 4	Deadline for the 2004-2005 Catalog for courses requiring state approval (contact the Dean of Curriculum x3360).
2	January 20	February 3	February 18	Deadline for the 2004-2005 Catalog (print version).
3	February 3	February 17	March 3	
4	February 17	March 2	March 17	Deadline for the Fall 2004 Schedule of Classes (print version).
5	March 16	March 30	April 21	
6			May 5	Business meeting (no new proposals).