



COLLEGE CURRICULUM COMMITTEE

www.ccsf.edu/cc

CALENDAR 2004-2005

| Workshops Fall 2004 and Spring 2005 | | |
|---|--|--|
| Workshop Date | Topic | Audience |
| Check the Fall and Spring Flex schedule | <ul style="list-style-type: none"> • Creating course outlines • Submission preparation | Outline preparers |
| Call the Curriculum Office x3986 | <ul style="list-style-type: none"> • Proposal review • Integrated outline • Proposal preparation • Technical review (earlier workshops recommended) • Articulation of courses for transfer • Pre/Corequisites & Advisories | 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) | |

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

Curriculum Committee Calendar 2004-2005

| 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 one 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. • 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 | 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 - www.ccsf.edu/cc Curriculum Office - www.ccsf.edu/curri Articulation Office - www.ccsf.edu/artic Transfer/articulation agreements - www.assist.org | | | |
| Resources | Deanna Abma | Articulation Officer | 239-3583 | Educ Serv 308I |
| | Sherry Chow | Curriculum Secretary | 239-3301 | Cloud 308E |
| | Brian Ellison | Dean of Curriculum | 239-3360 | Cloud 310D |
| | Suzanne Korey | DACUM | 550-4437 | Evans |
| | Sami Kudsi | Honors Program Coordinator | 239-3376 | Batl 572 |
| | Kitty Moriwaki | Assessment & Preq. Coordinator | 239-3751 | Educ Serv 204 |
| | Kim Nacion | Catalog Editor | 239-3391 | Cloud 308E |
| | John Odell | Curriculum Committee Chair | 239-3269 | ArtsX 173 |
| | Janet Willett | TMI Coordinator | 239-3123 | Batl 210 |

| Technical Review, Proposal Submission & Meeting Dates | | | | |
|---|------------------|---------------------|---|---|
| Fall | Technical Review | Proposal Submission | Committee Meetings (Cloud 334 at 1:30 PM) | Meeting Notes |
| 1 | | | September 8 | Business meeting (no proposals). |
| 2 | August 25 | September 8 | September 22 | |
| 3 | September 8 | September 22 | October 6 | |
| 4 | September 22 | October 6 | October 20 | Deadline for the Spring 2005 Schedule of Classes (print version). (Stipulation deadline - 5pm October 20) |
| 5 | October 6 | October 20 | November 3 | |
| 6 | October 20 | November 3 | November 17 | Deadline to offer new courses in Spring 2005 (Stipulation deadline - November 19) |
| 7 | November 3 | November 17 | December 8 | |
| Spring | | | | |
| 1 | December 17 | January 26 | February 9 | Deadline for the 2005-2006 Catalog for courses requiring state approval (contact the Dean of Curriculum x3360). |
| 2 | January 26 | February 9 | February 23 | Deadline for the 2004-2005 Catalog (print version). |
| 3 | February 9 | February 23 | March 9 | Deadline for the Fall 2005 Schedule of Classes (print version). |
| 4 | February 23 | March 9 | March 23 | |
| 5 | March 9 | March 23 | April 13 | |
| 6 | | | April 27 | Business meeting (no new proposals). |