



# COLLEGE CURRICULUM COMMITTEE

www.ccsf.edu/cc

## CALENDAR 2005-2006

Technical Review, Proposal Submission & Meeting Dates				
Fall	Technical Review	Proposal Submission	Committee Meetings (Cloud 334 at 1:30 PM)	Meeting Notes
1			September 7	Business meeting (no proposals).
2	August 24	September 7	September 21	
3	September 14	September 21	October 5	
4	September 21	October 5	October 19	Deadline for the Spring 2006 Schedule of Classes (print version).
5	October 5	October 19	November 2	
6	October 19	November 2	November 16	Deadline to offer new courses in Spring 2006 (Stipulation deadline- November 18)
7	November 2	November 16	December 7	
<b>Spring</b>				
1	December 14	January 25	February 8	Deadline for the 2006-2007 Catalog for courses requiring state approval (contact the Dean of Curriculum x3360).
2	January 25	February 8	February 22	Deadline for the 2006-2007 Catalog (print version).
3	February 8	February 22	March 8	
4	February 22	March 8	March 22	Deadline for the Fall 2006 Schedule of Classes (print version).
5	March 8	March 22	April 5	
6			April 26	Business meeting (no new proposals).

Notes and Guidelines	
Technical Review Submission Guidelines	<p>Outline/program preparers are encouraged to contact the Chair of the Curriculum Committee (x3269) 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 above.
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/c">www.ccsf.edu/c</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
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
John Odell	Curriculum Committee Chair	239-3269	AX 173
Janet Willett	TMI Coordinator	239-3123	B210

Workshops Fall 2005 and Spring 2006		
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)	