



COLLEGE CURRICULUM COMMITTEE

www.ccsf.edu/cc

CALENDAR 2006-2007

Technical Review, Proposal Submission & Meeting Dates				
Fall	Technical Review	Proposal Submission	Committee Meetings (Cloud 334 at 1:30 PM)	Meeting Notes
1			September 6	Business meeting (no proposals).
2	August 23	September 6	September 20	
3	September 6	September 20	October 4	
4	September 20	October 4	October 18	Deadline for the Spring 2007 Schedule of Classes (print version).
5	October 4	October 18	November 1	
6	October 18	November 1	November 15	Deadline to offer new courses in Spring 2007 (Stipulation deadline - November 18)
7	November 1	November 15	December 6	
Spring				
1	December 13	January 24	February 7	Deadline for the 2007-2008 Catalog for courses requiring state approval (contact the Dean of Curriculum x3360).
2	January 24	February 7	February 21	Deadline for the 2006-2007 Catalog (print version).
3	February 7	February 21	March 7	
4	February 21	March 7	March 21	Deadline for the Fall 2007 Schedule of Classes (print version).
5	March 7	March 21	April 11	
6			April 25	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 (x5178) 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 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 - 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	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	239-3752	E204
Kim Nacion	Catalog Editor	239-3391	E308E
Barbara Cutten	Curriculum Committee Chair	452-5178	C220
Janet Willett	TMI Coordinator	239-3123	B204

Workshops Fall 2006 and Spring 2007		
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 x3301	<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 by appointment; please call the Curriculum Office 239-3301	