Curriculum Office

- 1. Submits to CCCCO
- 2. Notifies Catalog and Schedule Coordinator when Chaptered or Approved
- 3. Submits CTE Programs to Region 9

Articulation Officer

- 1. Course Submissions: **UC-** Aug; IGETC/CSU-Nov/Dec; C-ID (ongoing)
- 2. ADT articulation & TMC updates (ongoing)
- 3. Update ASSIST: Courses and Programs (ongoing)

Catalog and Schedule Coordinator

- 1. Builds in Colleague
- 2. Updates Catalog
- 3. Notifies other areas when curriculum is "live"

Financial Aid Director

- 1. Submits new **programs** to Dept of Education
- 2. Removes deactivated **programs** from Dept of Education (after ~ 1 yr)
- 3. Submits PPA-end of year report

Deans, AAIIs, EPAs, Coordinators, Discipline Reps, Originator

1. Schedule courses

Matriculation Specialist

(Aug-May monthly)

- 1. Builds in Colleague, Edits Degree Audit info & Curriculum Tracks
- 2. Notifies Transfer & Career Center: Counseling (Major Sheets, Focus2Career updates)

GP Office

1. Program Mapper Update

Admissions and Records

- 1. **Programs:** Updates Application
- 2. **Courses:** Updates databases

Website and Marketing

Curriculum Committee CIO Governing Board Local Curriculum Approval

The Curriculum Cycle: When is my Proposal "Live"?

STEP 1: LOCAL APPROVAL

- ☐ Faculty Launch in META
- ☐ Curriculum Committee Review/Approval
- ☐ Governing Board Approval

STEP 2: SYSTEM PROCESSING

- Articulation Submissions
- Regional Consortium Recommendation (CTE)
- ☐ Chancellor's Office Curriculum Inventory (COCI) Submission for Chaptering/Approval
- ☐ Catalog/Schedule Updates

STEP 3: LIVE!

- Courses available to be scheduled
- Academic Maps available on website and in student planning
- ☐ Programs available in college's application.



