Curriculum Mid-Cycle Update Guidance

All steps take place in <u>CurriQunet META</u>.
Deadline: March 31 of each year.
Mid-Cycles are organized by ACC. The Curriculum Office will inform the appropriate ACCs.

STEP 1

Submit one <u>Mid-Cycle Update Form</u> per department.

STEP 2

Launch _ALL_ degrees and certificates.

STEP 3

Optional: Launch updates to courses.

Tips for Preparation

1. Meet as a department to discuss and decide if any courses should be submitted optionally.
2. Designate one representative to complete and submit the Mid-Cycle Update Form in CurriQunet META.
3. Determine which full-time faculty member(s) will submit the required degrees into CurriQunet META.
4. If optional course submissions are identified, assign specific faculty members to prepare and submit those proposals.

CTE Degrees _and Certificates_

1. Search for the latest <u>Labor Market Analysis</u> (LMA/LMI)
2. If there is no current LMA/LMI, request a recent report.
3. Gather your latest advisory committee minutes.

Both the LMA/LMI and the advisory minutes are required for the Chancellor's Office.