

7/2017 Guidelines for Technical Committee Reviewers

- These guidelines are based on the new local approval process with the Chancellor's Office, in effect for the Fall, 2017.
- The streamlined process involves automated approval for new course proposals which will be a part of a previously approved certificate or program of study and/or a new certificate or program of study. Once the Curriculum Committee and Governing Board have locally approved new courses, courses will be submitted to the Chancellor's Office Inventory in which a Control Number (MIS Number) will be issued 24-48 hours later. This means the course is eligible to be offered, pending notification to the public.
- In addition, substantial and nonsubstantial modifications on existing credit courses will be submitted to the Chancellor's Office Curriculum Inventory as a source of record, but the curriculum will not be reviewed by the Chancellor's Office as they will now receive automated approval.
- Future plans (and changes to Title 5) will allow for immediate approval of new noncredit courses, as well as substantial and nonsubstantial changes to noncredit courses.
- "Future future" plans will allow for immediate approval of programs and certificates. CTE programs and certificates will still be required to go through the regional consortium review process.

Shared governance in California Community Colleges is a powerful tool. Shared governance also requires due diligence. In light of this new authority of our local curriculum, the following practices will be requested of Technical Committee Reviewers in keeping with previously established practices of shared governance. It will be important for us to complete our technical reviews quickly and strategically. Towards these ends, I suggest the following "areas of emphasis" for our technical reviewers:

- Sean Stratton (Articulation Officer) – Comparable Courses and other articulation comments/additions. All comments will be documented in Curricunet.
- David Schlanger (Catalog and Schedule Coordinator)– elements that affect the catalog of schedule: Program Acronyms, course numbers, program and course descriptions, prerequisites; limitations on enrollment; program descriptions; Comments regarding CB and SAM codes should be sent to Shireen in separate emails please.
- Stephen Shelton (Vice Chair) – Out-of-Class assignments; continued alignment with C-IDs for courses with C-ID alignment. Overall integration of course description/course content/course objectives; program descriptions.
- Stephen Callabotta (English Reviewer) – grammar police
- Marie Boyd – Program Initiation and CTE documentation. Overall review of the COR.
- Attend scheduled Technical Review Meetings.
- Complete readings within the assigned four-week deadline period.
- If a deadline is missed, tech member may still review course under Curriculum Committee Member review when the course is in that queue.