

What happens to a Course or Program after it is approved by the Curriculum Committee and before it can be offered or placed in the catalog.

Task Step	Assigned to Task	Explanation of Task	Purpose
Course has been approved by the Curriculum Committee			
Prepare curriculum board document based on approval of curriculum minutes and submit to president's assistant.	Curriculum Secretary	Use correct format and meet deadline for submitting board items.	To be included on the board agenda
President assistant submits the board item(s) to the Chancellors assistant to prepare board book	President Assistant	Board of trustees review, suggests recommendation if necessary	In compliance of procedures
Distribute Board approved document	Curriculum Secretary	campus-wide distribution	Shared governance
Implementation in Curricunet	Curriculum Secretary	Once board approved; user logs into Curricunet website and approves each new/modification course/program proposals	Manual implementation in curricunet
Board document begins the implementation into Datatel	Datatel Specialist	<ul style="list-style-type: none"> • Apply end date to current course • de-activate course(s) in datatel • Create a new course along with approved modifications along with upcoming academic start date 	Follow datatel To build a schedule procedures/DCS
Chancellors Community College Office Curriculum inventory	Datatel Specialist	<ul style="list-style-type: none"> • New course programs, certificates • modified course change that are considered substantial 	Approval and retrieval for unique code Approval and retrieval for control number
Update Datatel	Datatel Specialist	Prior to MIS reporting	Clean-up to remove pending sections prior to end date (prior term section(s) attached.
Submit Courses into ASSIST (April)	Articulation Officer	New courses, unit changes, discipline changes must be submitted	
Update CSUGE and IGETC (April and December)	Articulation Officer		

CSU Transferability (April)	Articulation Officer		
Review Transfer Courses in Catalog (May)	Articulation Officer		For UC transferability and notes regarding unit limitations
New Programs Submitted to State Chancellor Office	Designated Administrator		New programs must be approved by the State Chancellor's office before they can be in the catalog and offered.
Submit Outlines for UC review (June, July or August which ever month they give us) (Courses denied are resubmitted in October)	Articulation Officer		Courses must be approved before they are UC transferrable – we do not put courses in our catalog before we know if they are UC transferrable
Catalog update	Datatel Specialist	Changes are applied to catalog document manually	Catalog revisions to shadow what is in datatel
Beg/Mid/End of semester clean-up	Datatel Specialist	Course activate/de-activate Roll-over data Term section building problem-solve registration complications during priority registration	For MIS reporting and web-task completion (webadvisor data availability)
End of semester clean-up	Datatel Specialist	De-activate course prior to upcoming academic year.	MIS reporting/build sections for accuracy purposes