This process is effective Fall 2018, and supersedes all prior processes used to submit documents to CIPD for approvals and for finalizing approved courses in the PeopleSoft , CurriQunet META, and COCI systems.

| **Process** | **Responsibility for Completion** |
| --- | --- |
| 1. Course or Program Concept   * New or Updated * Initial Entry into CurriQūnet META   (New courses or programs should have been proposed either in Comprehensive Program Review or the Annual Program Update.) | Faculty Member at Originating College |
| 2. Review and Discussion with:   * Department Chair (in all cases) * Librarian (in all cases) * SLO Coordinator (in all cases) * Articulation Officer (if course should be transfer eligible) * Other Disciplines within your college (if there is overlap) * Consultation with other Peralta Colleges (p.29) * CTE Dean [if a new or revised CTE program; CTE Dean will be responsible for ensuring consultation with Bay Area Community College Consortium (BACCC)] | Faculty Member at Originating College |
| 3. Submission to CurriQunet META   * The course or program is launched to go through the review process. The formal college reviewers and college curriculum committee will not see the proposal unless this step happens * Ensure C-ID Descriptors, Program Narratives, Transfer Information, and TMC Template are attached as required for courses and/or programs * Timing through this step: Entirely dependent on the faculty member | Faculty Member at Originating College |
| 4. Work Flow Review at College   * Approvals required are different for each work flow and for each college * All required reviews in CurriQunet META must be completed prior to sending to the College Curriculum Committee * Timing for these reviews: one to four weeks depending on number of reviewers, their response time, and the number of changes requested * Approval by chair should indicate date of consultation (note date in dialogue box in CurriQunet META ) | Various members of the originating college community.  Examples:   * Department Chair * Dean * Librarian * SLO Coordinator * Articulation Officer * Tech Review * CTE Advisory Committee |
| 5. Approval by College Curriculum Committee   * Timing for this review: two weeks to a month or more if committee requests additional information from the originator | College Curriculum Committee |
| 6. Approval documented in CurriQunet META   * Completed within one week of Curriculum Committee meeting | College Curriculum Specialist |
| 7. CurriQunet META Report for CIPD   * This is produced as an Excel Document * All required reviews in CurriQunet META must be completed prior to running the CIPD Report * This will be the document CIPD will review and the document sent to the Board * Deadlines will be provided by VC Academic Affairs * Timing for this step: Curriculum is submitted once a month, two weeks prior to CIPD meeting. * Note: FEE BASED COURSES go directly to Board. They do not go to CIPD | College Curriculum Specialist  and College Curriculum Chair |
| 8. CIPD Agenda   * College reports collated * Additional non-course, non-program agenda items added * Agenda sent to CIPD members * Agenda posted to District Curriculum Web Site * CIPD Meetings scheduled by VC Academic Affairs * Timing for this step: Agendas are prepared once a month immediately after receiving College CurriQunet META final Report | District Curriculum Analyst  Academic Affairs |
| 9. Review and Discussion at Monthly CIPD Meeting   * Approved/Tabled/Denied * Minutes at CIPD will be taken by the college curriculum specialists, on a rotating basis * Curriculum may be tabled/returned to the college with a request for more information * Curriculum, if approved will be submitted to the one Board meeting each month when curriculum is reviewed | CIPD  25 voting members (6 from each college; one from Academic Affairs) |
| 10. Board Agenda prepared   * Submitted to the one Board meeting each month when curriculum is reviewed | District Academic Affairs |
| 11. Review and Approval by Board of Trustees   * Once per month | Board of Trustees |
| 12. Final Board Report posted to the District Curriculum website   * As soon after Board meeting as possible. | District Academic Affairs |
| 13. Compare Final Board Report to CurriQunet META documents   * Make any changes based on Final Board Report * As soon as possible after Final Board Report is received | College Curriculum Specialist |
| 14. CTE Programs only   * Submitted to Bay Area Community College Consortium (BACCC) for recommendation (prior to submission to State Chancellor’s Office) * As soon as possible after Final Board Report is received * BACCC meets monthly | College CTE Dean and/or College Department Chair |
| 15. Curriculum submitted to State Chancellor’s Office for   * Chaptered in COCI * Entry into the COCI * Assignment of control number * As soon as possible after Board approval and BACCC’s recommendation (if needed) | College Curriculum Specialist and/or College Curriculum Chair |
| 16. Electronic approval letters sent by State to   * College (VPI and curriculum specialist) | State Chancellor’s Office |
| 17. College Final Steps  As soon as possible after state approvals are received:   * Curriculum finalized and implemented in CurriQunet META work flow * All dates and control numbers entered on Codes/Dates page in CurriQunet META * State Approval letters attached to CurriQunet META file * State Approval letters filed in VPI Office | College Curriculum Specialist and/or Office of Instruction |
| 18. District Curriculum Analyst Final Steps   * Create/update course/program and control number into PeopleSoft * At this stage, the course and the \*program can placed in the catalog or catalog supplement and scheduled according to the CIPD effective term guidelines * As soon as possible after state approvals are received | District Curriculum Analyst  College Curriculum Specialist and District Office of Academic Affairs |
| 19. Programs announced to College Community   * Counselors * Admissions and Records * Financial Aid * Public Information Officer * As soon as possible after state approvals are received | College Office of Instruction |
| 20. Programs announced to College/District users   * Notification of Degree codes to be sent out * As soon as possible after state approvals are received | District Office of Academic Affairs |
| 21. \*Accreditation Substantive Change Report for New Programs   * Once a program is approved by the California Community Colleges Chancellor’s Office (CCCCO), colleges must follow the steps outlined in the ACCJC Manual (www.accjc.org/substantive-change/).). The first step includes formal communication with the ACCJC (email communication is sufficient). ACCJC staff will review the proposed change and determine whether it is substantive. * Letters received from ACCJC should be attached in CurriQunet META and put on the college’s accreditation website. * **Upon approval from the Chancellor’s Office and the ACCJC, colleges can begin to award the degrees without the loss of state apportionment or federal support. Please note: colleges are not eligible to collect state apportionment or federal support for granting this award without first receiving approval from the Chancellor’s Office and the ACCJC.**   **(Source: *California Community Colleges Chancellor’s Office Program and Course Approval Handbook (PCAH), 6th Edition.)*** | College Office of Instruction |

**Procedures for Consultation among Colleges regarding Curriculum Issues**

**Consultation among colleges regarding curriculum issues is necessary to ensure**

1. program integrity
2. appropriate use of district resources
3. program delivery to students in convenient locations
4. adequate enrollment in all programs at all colleges

**Description of a good faith effort at consultation**

Prior to proposing a change to the college curriculum committee, college representatives must contact by email (or by phone with a follow up email) the appropriate dean and department chair at all affected colleges. The curriculum committee chair should be copied on this email as well. If a regular district wide discipline meeting is part of the ongoing curriculum process in this discipline, the membership of that group will also be consulted.

All consultations should be completed within two weeks of the initial email.

If there are unresolved disputes related to the valid curricular reasons outlined in the introductory paragraph to these procedures, the issues will be discussed and resolved at CIPD.

**Consultation is required among colleges regarding the following curriculum issues.**

Offering a new course, making a substantive change to an existing course, or course reinstatement when it is similar to any course offered at another college.

Substantive change to existing UCN course

New single course which overlaps courses offered as part of an approved program at another college

New programs (certificates or degrees) or substantive changes to programs which are similar to any other program or contains similar courses offered at other colleges (whether or not these programs are in the same discipline)

Borrowing a course

Approved by CIPD 11/5/07

ConsultationProceduresFinalVersion, rev:10/8/07jm, 11/15/07