

CCC COMMUNIQUÉ

OCTOBER 3, 2013

NEWS & ANNOUNCEMENTS:

❖ **Message from the CCC Faculty Co-Chair:**

Hello everyone,

We would like to share with you the first CCC Communiqué of the 2013-14 school year. Think of it as a movie preview for the action packed adventure that is the College Curriculum Committee!

This year, CCC will put high priority in the following topics: finish the development of TMC-aligned transfer degrees (now called ADTs), develop materials to train CCC for content review processes, take a close look at our CCC structure and continue to look at aligning our courses with C-ID (Course Identification Number System) when possible. Please check with your CCC reps regarding curriculum related questions or concerns.

~ Isaac Escoto

- ❖ The following course received **Stand Alone** approval on October 1st: SOC 1H.
- ❖ **Course Outline Cover Sheet:** The Office of Instruction has asked that everyone use the new Course Outline Cover Sheet this year. The form is to be completed in hard-copy and turned in to your Curr Rep. The form has two functions: a check-off list for the editor and to assist our Instruction Office and Articulation Office with tracking.
- ❖ **Curriculum Training:** Knowledge is power and the more informed we become, the more dynamic our curriculum will become. The CCC Team has suggested incorporating training sessions into the CCC meetings. Each training session will be focused on a particular topic, have a fixed time allotment and be open to all faculty. If you have suggestions for particular topics, please send them to your Curr Rep, Isaac Escoto or Cori Nuñez for scheduling.

REMINDERS:

- ❖ **Course Outline Deadline:** All new and updated outlines are due on **December 6th** in the C3MS. They must be in "Instruction" status by this date. Please plan ahead as this means that the outlines have been vetted/approved by the Articulation Officer, Dean and Division Curriculum Committee. The effective quarter is **Summer 2014**.
- ❖ **CSU GE & IGETC Approval:** Deadline to submit a course is **December 1st**. Please see Bernie Day, Articulation Officer, for more information.
- ❖ **ADTs:** (aka. AA-T/AS-T Degrees or Transfer Degrees) The title has been updated but the story's the same. We must be 100% compliant by having approved ADTs for every TMC for which we offer a local degree. Of the 24 TMCs, we have approximately 6 disciplines left to address.

"WE NEED YOUR FEEDBACK!" ITEMS:

- ❖ **Division Curriculum Committees:** What process does your division use to approve curriculum? Have anything you find particularly helpful? Anything you've heard other divisions use that you'd like to adopt? With multiple forms, how do you track what's been done and what you still need to finish?