



Curriculum Report  
Academic Senate  
DATE: September 12, 2013

**COMMITTEES**

CONTINUING EDUCATION	<i>Minutes: None</i>
DISTANCE LEARNING	<i>Minutes: None</i>
EDUCATIONAL DESIGN	<i>Minutes: None</i>
EDUCATIONAL DESIGN SUB-COMMITTEE FOR GENERAL EDUCATION AND TRANSFER ISSUES	<i>Minutes: None</i>
EQUIVALENCIES	<i>Minutes: None</i>
OUTCOMES	<i>Minutes: None</i>

**CURRICULUM & INSTRUCTION COUNCIL**

**INFORMATION**

C&I will met on September 10, 2012. Recommendations will follow on the next full senate report.

**EDUCATIONAL DESIGN COMMITTEE**

**INFORMATION**

Mandatory training for stand-alone course approval will be held on September 17, 2013 at 1:30PM (LTC-160). Department chairs and division administration are invited as this training will cover the Chancellor’s Office requirements for new course approval as well as stand-along course approval.

EDC members received an orientation for curriculum review on August 27, 2013. EDC welcomes Jennifer Olds as the Humanities and Social Science Division representative and Jean Metter as the Business Division representative.

An EDC listserv has been created. This listserv will be used to distributed agenda, handouts, and other information for EDC and C&I. Anyone may request to be on the listserv by contacting to Curriculum Liaison at [mhillman@mtsac.edu](mailto:mhillman@mtsac.edu).

**Department and Advisory Minutes Required**

All course and program submissions require department approval. To upload department or advisory minutes (for CTE courses), log into WebCMS and go to “My Proposals.” Listed under My Proposals” is the course title, a happy face icon (course author's name), a piece of paper icon (audit trail), and another icon. This third icon allows you to attach documents.

**Instructions to find Course Review Dates**

1. Access your WebCMS account.
2. Click on the tab 'Data Analysis' at the bottom of the page.
3. Select 'Official Data' and click 'Continue'
4. Select 'Courses'
5. You will see 'List approved courses that have not been updated for the last', select '4 years' from the drop down window below. –
- 6 Go to 'Subject' drop down window and select the Prefix for the course ID (KINA, MATH, POLI, etc)
7. Select 'CURRENT'
8. Scroll down and click 'Continue'

This process will generate the list of courses, but authors (or chairs) need to check to see if there are courses in process. To see courses in process, click on the tab 'All Proposals' at the bottom of the page. Courses at stage 5 or 6 are considered in the Curriculum Office and submitted. (Note that courses at stages 1, 2, or 3 have not reached Curriculum Office and are not considered submitted.)

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## SUBMISSION DATES

New courses and modifications to courses are due on 31 May 2014 for the 2015-16 catalog. New courses and modifications to courses submitted between June 1, 2013 and May 31, 2014 are guaranteed to receive an EDC review by the end of Fall 2014.

Degrees and certificates are due by May 31 for the 2015-16 catalog. Degrees and certificates will not be reviewed by EDC if they include courses that are 6 or more years old (for T5 compliance). Degrees and certificates submitted between June 1, 2013 and May 31, 2014 are guaranteed to receive an EDC review by the end of Fall 2014.

Modifications include changes to:

Course ID	Prerequisites, corequisites, and advisories
Course Title	Certificate, degrees, and majors
Catalog Description	General Education Requirements/ GE Status
Units and hours	Articulation
Repeatability	Instructional Type (Lecture, Lab, Lecture and Lab Combination, or Activity)
SAM Code changes	Top Code Changes

4-year reviews are due by 31 October 2013

## WEBCMS STAGE INFORMATION

Website: <http://webcms.mtsac.edu/webcms/>

Stage 1: Course Author

Stage 2: Department Chair review

Stage 3: Division Dean/Associate Dean review

Stage 4: Not active in WebCMS

Stage 5: Prescreen/pre-EDC review - results in course being forwarded to the EDC agenda or returned to Stage 1

Stage 6: post-EDC review – results in approval, approval with minor edits, pending (course will be returned to EDC consent agenda), or HOLD (requires a second EDC review)

Stage 7: Course is ready for implementation (new courses and modifications require Senate approval, BOT approval, and Chancellor's Office approval before they may be implemented)

## CURRICULUM CONTACTS

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