Catalog and Schedule Planning Taskforce

Taskforce: Belen Gonzales, Ruby Garcia, Carol Kimbrough, Laverne Cook, Dr. Celine Pinet, Dr. Lori Kildal, with feedback from Academic Affairs Deans and Directors.

Goal: Continue to improve on the effectiveness of the schedule and catalog production, along with curricular processes.

Catalog: The current cut off for curricular changes is in December, for changes to be included in the following spring Catalog production. As well, no revisions can be made to the catalog for courses not in the schedule, and no revisions will be made if there is no time to do so (Ruby to define).

Anything new or requiring Chancellor's Office approval won't make the catalog. At this time, courses currently pending will not be published in the catalog. We will add a URL to the catalog website to direct students to updates before the Spring semester starts.

Schedule: When time allows, we will review the timeline and calendar for schedule production to better merge catalog and schedule productions, with defined deadlines for changes to the schedule.

(1) Minor revisions, not requiring CCCCO but requiring Curriculum Committee and Governing Board of Trustees’ approvals, take approximately two months to process in order for the change to apply.

(2) Course replacement: Schedule the old version and, if the numbers come in, pull the students from one of the classes into the other.

(3) New courses or anything that needs to go to the Chancellor's Office
   • Not included in the schedule until there is a course control numbers.
   • Program applicable courses get control numbers earlier than other courses.
   • We can add a brief description of the courses, title - Fall 2015 on a web post. Including revisions and new curriculum. Can be offered in the fall if approved by the CCCCO, and for new program also approved by ACCJC if substantive changes are involved.

Scheduling to Ed Plan and Catalog project: Dr. Kildal asks that we include the semester in which courses will be offered for courses in the catalog, including stand-alone classes and electives. This does not guarantee courses will be offered. Rather, it is meant to facilitate educational planning.
The catalog is subject to change, including the semester at which a course offering is planned. Please consult the posted schedule to assess availability.

We are currently finalizing the catalog and putting in when courses will be offered in Fall 2015, Spring 2016, and Summer 2016. Though this has not been easy, we are doing this for a variety of good reasons: Our students will appreciate it. Our colleagues in Student Services are appreciative as well. This also supports us addressing one of the requirements of the Student Success act. Needless to say that Dr. Kildal and I appreciate the efforts everybody has put into trying to help us work through the process, despite the challenges it has brought up.

Some courses have not been offered in recent times (in over 3 to 5 years). Some are not going to be offered in 2015-16. Some are not necessarily offered following a clear and repeated pattern. For these courses, we are using the following annotations:

(1) Annotation for courses not offered in F15, Sp16 or Su16, but will be offered in 2016-17:
Offered in 15-16

(2) Annotation for courses not offered in 15-16 that are in rotation patterns:
Offered: On rotation within GE patterns

or

Offered: On rotation within elective patterns

(3) Annotation for courses not offered in a while and not scheduled to be offered in 15-16:
Offered: Under review*

*Courses and program not offered in recent times will be noted as "under review" following the terminology currently used for Real Estate. This by no means dictates these courses will be discontinued. Rather, it means they will be reviewed, within consultative and collegial processes, with the intent of deciding whether to offer them in the future or modify them or proceed otherwise, as we see fit.

Let us know if you have any feedback or if we can be of further assistance.