



**TO:** Chief Executive Officers  
 Chief Instructional Officers  
 Chief Student Services Officers  
 Academic Senate Presidents  
 Articulation Officers  
 Curriculum Chairs

**FROM:** Raul Arambula  
 Dean, Educational Services and Support  
 Office of Equitable Student Learning, Experience & Impact (ESLEI)

**RE:** Chancellor’s Office Curriculum Inventory (COCI) System Advisory

The purpose of this memorandum is to remind all colleges of the annual maintenance periods for the Chancellor’s Office Curriculum Inventory (COCI) System. During these periods, colleges will not be able to submit or update courses or programs. The maintenance shutdowns will occur during the same time periods every year. Please calendar the dates provided in the chart below.

COCI Maintenance Periods 2022-2023	
Last Week of October (2022)	Oct 24 <sup>th</sup> – Oct 28 <sup>th</sup>
Second Week in January (2023)	Jan 9 <sup>th</sup> – Jan 13 <sup>rd</sup>
Last Week of March (2023)	March 27 <sup>th</sup> – March 31 <sup>st</sup>
Last two weeks of July and first two weeks of August (2023)	July 17 <sup>th</sup> – August 11 <sup>th</sup>
Last Week of October (2023)	Oct 30 <sup>th</sup> – Nov 3 <sup>rd</sup>

In the future, the maintenance periods will be updated and available on the Chancellors Office [Curriculum and Instruction](#) webpage.

Additionally, in-order to aid Chancellor’s Office staff in the timely approval of programs, please be sure to verify that all necessary documents are attached when submitting programs. It is common that many submitted programs are missing important documents which delays review and approval.

For Associate Degrees for Transfer (ADT’s) this includes:

- the TMC

## Chancellor's Office Curriculum Inventory Advisory

October 18, 2022

- ASSIST documents
- all appropriate COR's

For local CTE and Certificates of Achievement, the necessary documents are:

- Labor Market Information
- Advisory Committee Recommendations
- Regional Consortia meeting minutes

Please refer to the applicable sections of the Program and Course Approval Handbook ([PCAH, 7<sup>th</sup> Edition](#)) for detailed curriculum submission requirements.

As a reminder, programs reviewed by Chancellor's Office staff are as follows:

1. Certificate Programs
  - a. Credit: CTE not C-ID aligned
  - b. Noncredit: Career Development and College Preparation (CDCP) certificate programs in the instructional domain of *Short-term Vocational* (Education Code statute §84760.5 (a)(3) requires approval of short-term vocational programs by the Chancellor's Office and thus is excluded from local and automatic approval)
2. Degrees
  - a. Associate Degree for Transfer (AD-T)
  - b. Baccalaureate Degree Programs (approval process is under development)
  - c. Competency-based Education (CBE) Degree Programs (forthcoming)

If you have any questions regarding this guidance, please contact Dean Raul Arambula ([rarambula@CCCCO.edu](mailto:rarambula@CCCCO.edu)).

cc:

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Marty Alvarado, Executive Vice Chancellor, Equitable Student Learning, Experience & Impact

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