STATE OF CALIFORNIA   **BRICE W. HARRIS, CHANCELLOR**

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August 29, 2014   AA 14-05
                                                                      VIA E-MAIL

TO: Chief Instructional Officers

FROM: Cris McCullough
             Interim Dean of Curriculum and Instruction

SUBJECT: **Curriculum Inventory Reopening September 1, 2014**

Thank you for your patience during this month-long closure of the Curriculum Inventory (CI). We were able to run tests, conduct maintenance, and apply some backend system fixes to improve the overall functioning of CI. Many of the system updates were behind the scenes (related to the programing); there weren't many changes to the overall look and feel of the site.

The two display changes that college users will notice are:

1) **The college's queue is now divided into a Course queue and a separate Program queue. This** will allow the users to filter proposals by more fields specific to programs and courses.
   - Once logged in, the default screen is the queue for "Proposals (Courses)"
   - To navigate to the program queue, go to the Admin tab and select "Proposals (Program)"

2) **Each record is color coded.** The records in the Curriculum Inventory will be color coded and the default sort order displayed for both the Programs and Courses queues is as follows:

- o **Red highlighted records** are those that were found to not match the MIS Master Course file. We recommend that the college review and amend these records first to ensure successful MIS reporting.

- o **Revision requests** (black text) from the CCCCO

- o **Draft proposals** (purple text) are those not yet submitted to the CCCCO for review

- o **Active records** (green text)

- o **Inactive Records** (gray text)

If you have any questions about CI or encounter any technical issues please send your inquiry to citechissues@cccco.edu.

cc: Pamela Walker, Vice Chancellor
           AAD Team