

**MEMORANDUM - VIA EMAIL**

January 8, 2013

TO: Chief Instructional Officers
FROM: Barry Russell
Vice Chancellor of Academic Affairs
SUBJECT: 2013 Curriculum Email and CCC Curriculum Inventory Version 2 Update

I write to express my appreciation for the thoughtful feedback and flexibility provided this past fall as we transitioned to Curriculum Inventory Version 2 (CIV2) and streamlined curriculum review protocols for our system. As a result of these efforts, we are now equipped to better address and improve the quality of curriculum-related data. For example, we have identified issues from previous versions of the curriculum database (such as duplicate and missing control numbers) and with support from our vendor and our Chancellor's Office MIS team, these issues are slated for resolution this month and will be in contact with colleges affected.

CIV2 features a new process for validating proposal data elements prior to submitting a curriculum proposal to the Chancellor's Office. When the campus user receives an error message from the automated system, the college users are able to review the described item(s) for accuracy and consult college MIS/IT staff for support in using the *Chancellor's Office MIS Data Element Dictionary*. While in some cases these changes have required new or additional training for college users, the process has dramatically improved the accuracy and approval rate of curriculum proposal submissions. Thank you for your efforts to support this type of system-wide advancement.

In light of the Board of Governors AA-T and AS-T goals outlined in my November 21, 2012 [memo](#) as well as other curriculum-related priorities for 2013, I am requesting your support regarding inquiries made to the Chancellor's Office. We have noted a markedly significant increase in emails and calls to our Academic Affairs Division staff (and general curriculum@cccco.edu inbox) regarding questions and concerns that many times are better suited for local college-level policy discussions and expertise. These inquiries range from guidance on local college policies to novice users seeking repeated individual instruction on curriculum submission protocols. Though we do our best to keep you apprised of the results of such inquiries, it is important to note that many times there are concerns that are best resolved with local resources and personnel. Please keep in mind that restricting the number of inquiries to reflect those questions most appropriate for statewide consideration enhances our ability to research and respond to all the requests received.

After consultation with the System Advisory Committee on Curriculum and colleagues throughout the state, the Academic Affairs division feels that beginning a New Year is a fitting time to share this mission-critical information with you. To support our collective goals, please remind your team of college-level resources available to them for curriculum-related needs. In addition, please encourage your team to consult Chancellor's Office resources (such as the *Program and Course Approval Handbook, 5th Edition Draft*) available on the Chancellor's Office Academic Affairs [website](#), before submitting questions via the curriculum email process.

While the Academic Affairs staff is eager to serve the colleges, their focus must remain on strategic technical support in two key areas: (1) CCC Curriculum Inventory functionality and (2) content reviews and revisions requested for curriculum proposals. These emphases ensure our curriculum review process remains operational at maximum productivity and is of service to all California community colleges. I thank you in advance for your continued support and understanding.

cc: Sally Montemayor Lenz, Academic Affairs, CCCCO
 Academic Affairs Division Staff, CCCCO
 Julie Adams, ASCCC