

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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DATE: May 16, 2014 **AA 14-04**
VIA E-MAIL

TO: Chief Instructional Officers
Academic Senate for California Community Colleges

FROM: Barbara Illowsky
Academic Affairs Division

SUBJECT: **Survey of Prerequisites/Corequisites Implemented During the 2013-2014 Academic Year**

As stated in section 55003(i) of title 5, By August 1 of each year districts choosing to establish prerequisites, corequisites or advisories shall submit to the Chancellor's Office in the manner specified by the Chancellor the prerequisites and corequisites that were established during the prior academic year. Districts shall also specify the level of scrutiny, i.e., content review as defined in subdivision (c) of section 55000 or content review with statistical validation as defined in subdivision (e) of this section, used to determine whether the prerequisite or corequisite was necessary and appropriate for achieving the purpose for which it was established.

This year we will be using an online process (Survey Gizmo) to collect the data. **If you do not have any requisites to report, you still need to complete questions one, two and three.** For each requisite established in 2013-14, you will need to provide the following information:

- **Course Title:** Enter the course title as used in the Curriculum Inventory (CB02).
- **Course Control Number:** Enter the Course Control Number as assigned for the course by the Curriculum Inventory (CB00).
- **Type of Requisite:** Use the drop-down menu to select the type of requisite applied to the course.
- **Requisite Description:** Use the drop-down menu to select the best description of how the requisite functions.
- **Level of Scrutiny:** Use the drop-down menu to select the level of scrutiny used to establish the requisite.
- **Requisite Course Title:** Enter the course title for the requisite course as used in the Curriculum Inventory (CB02).
- **Requisite Course Control Number:** Enter the Course Control Number as assigned for the requisite course by the Curriculum Inventory (CB00).

The survey has a "Save and Continue" button that is located at the top of the survey. Once the survey has been completed, go to the end of the survey where the "Submit" button is located. The survey will accommodate up to 110 courses (the largest number of courses submitted last year). A list of Frequently Asked Questions (FAQ) has been provided with this memorandum. To start the survey, please click on the following link: <http://www.surveygizmo.com/s3/1637882/California-Community-Colleges-Prerequisites-Corequisites-and-Advisories-Reporting>.

The survey needs to be completed by 5:00 pm on Wednesday, **July 16, 2014**. Questions regarding this report should be directed to LeBaron Woodyard at lwoodyar@cccco.edu.

cc: Cris McCullough
LeBaron Woodyard