

March 27, 2009

TO: Faculty, Administrators, Academic Managers, & Division Office Managers

FROM: Lynn Iwamoto
Chair, Curriculum Advisory Committee

RE: **CAC deadlines for new or revised courses and programs for inclusion in the 2010-2011 printed catalog, spring 2010 online supplemental catalog and fall 2010 online supplemental catalog**

This is to help you plan ahead for any curriculum changes you want included in the 2010-2011 printed catalog or online supplemental catalogs for spring 2010 and fall 2010. These deadlines take into account CAC processing time as well as courses and programs that require Board approval and state approval. *At this point, if you have not submitted your work to your dean, you have missed the deadlines for the 2009-2010 printed catalog.* If you are planning to make any of the following changes to your curriculum, those changes **must** appear in the printed 2010-2011 catalog or an online supplemental catalog before those courses/programs can be offered:

- New course or program proposals
- Program changes
- Course revisions that involve changes in:
 - Basic Skills or Course Advisories
 - Units
 - Prerequisite(s)/corequisite(s)
 - Contact hours
 - Objectives
 - Course content
 - Method of delivery (Distance Education)

2010-2011 CATALOG DEADLINES

With the publication of *two supplemental online course catalogs* each year (fall and spring semesters), faculty can now submit new course and program proposals and revisions of existing courses and programs for each publication – instead of being bound by the hard copy catalog deadlines. (New courses in supplemental catalogs will automatically be included in the hard copy catalog in the following publication cycle.)

MONDAY, OCTOBER 5, 2009 (2010-2011 Printed Catalog)	Course and program proposals and revisions have been submitted to the appropriate dean
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If you miss this October 5th deadline, your new proposals and revisions will *not* appear in the 2010-2011 printed catalog.

MONDAY, November 2, 2009 (Spring 2010 Online Supplement)	Course and program proposals and revisions have been submitted to the appropriate dean
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If you miss this November 2nd deadline, your new proposals and revisions will not appear in the spring 2010 online supplement. You will not be able to offer anything that requires CAC approval in spring 2010.

MONDAY, April 12, 2010 (Fall 2010 Online Supplement)	Course and program proposals and revisions have been submitted to the appropriate dean
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If you miss this last deadline your new proposals and revisions will not appear in the fall 2010 online supplement. You will not be able to offer anything that requires CAC approval in fall 2010.

IGETC and CSU Transfer GE Deadlines

If you want a new course to meet a specific area of the Inter-segmental General Education Transfer Curriculum (IGETC) or the California State University (CSU) General Education pattern, the course must be approved by CAC and the Board of Trustees *before the end of the spring 2010 semester* for the 2011-2012 lists. The UC and CSU will not allow us to include a course on the IGETC or the CSU General Education pattern without their approval; consequently, we must meet compliance dates for their review.

Thank you for your cooperation.

(*No dates were edited. The document was edited to reflect the use of CurricUNET and a site that does not require a username and a password.)