

TO: Faculty, Division Chairs, Administrators and Division Office Managers

FROM: Lynn Iwamoto
Curriculum Advisory Committee Facilitator

RE: **2011-2012 CAC Deadlines**

If you plan to do any of the following changes for the catalog and/or for courses you plan to teach in Summer 2012, Fall 2012, and Spring 2013, you must meet the appropriate deadlines in CurricUNET.

- 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)

The following deadlines do not apply to **NEW** courses and programs. The general rule for **NEW** courses and programs is to submit them **one year before your division can schedule the course.** This takes into account CAC processing time, Board of Trustees approval and state approval. It may take a few months to complete the CAC process and months for the state to approve them.

Tasks	Deadline for “Submitting” Revised Courses or Programs in CurricUNET to Division Chair
For inclusion in the Fall online supplemental to 2011-12 catalog	Monday, October 31, 2011
For courses planned to be scheduled in Summer 2012	Monday, January 2, 2012
For courses planned to be scheduled in Fall 2012	Monday, January 30, 2012
<i>For Your Information:</i> Divisions are asked to proof their PROGRAMS in the draft of the 2012-13 catalog.	February 13, 2012 (Monday)— March 7, 2012 (Wednesday)
<i>For Your Information:</i> Divisions are asked to proof their COURSE LISTINGS in the draft of the 2012-13 catalog.	February 21, 2012 (Tuesday)— March 13, 2012 (Tuesday)

For inclusion into the 2012-2013 catalog (see the two informational items above)	Monday, March 12, 2012
<i>For Your Information:</i> Marty Johnson, Carsbia Anderson, Vera Coleman, Lynn Iwamoto, and all Deans will review the entire 2012-13 catalog draft. They depend on the mindful proofing provided by the divisions.	April 12, 2012 (Thursday)—April 26, 2012 (Thursday)
For courses planned to be scheduled in Spring 2013	by Monday, March 23, 2012

UC Transfer Deadline

If you want a new course to transfer to the UC system, the course must be approved by CAC and the Board of Trustees *before the end of the spring 2012 semester*. Any course intended for transfer to the UC system must be submitted to the UC Office of the President (UCOP) for review and approval. This approval is required before a course may be considered for course-to-course articulation with any individual UC campus or before it may be submitted to meet a specific area of the Intersegmental General Education Transfer Curriculum (IGETC).

IGETC and CSU Transfer GE Deadlines

If you want a new course to meet a specific area of the Intersegmental 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 2012 semester* for the **2012-2013** 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.

Curriculum Advisory Committee website for your assistance:

<http://www.mpc.edu/curriculumadvisorycommittee/Pages/default.aspx>