

MPC Catalog Timeline

This document is a “roadmap” for faculty to follow in their submission of new or revised courses and programs for inclusion in the following year’s MPC Catalog. This timeline and process will take effect with the 2017-2018 Catalog – submission deadline October 1, 2016.

(Note: 2016-2017 will be our transition year.)

Divisions may submit requests to the Curriculum Advisory Committee for new or revised courses and programs at any time during the year. However, the MPC Catalog is published only once each year – in spring – and courses and programs must undergo a series of approvals after faculty submission. **For this reason, the FIRM faculty deadline to submit new or revised courses or programs to CAC is October 1 for inclusion in the following year’s Catalog.**

Courses and programs submitted after October 1 will not work their way through the local, regional, and state approval process in time to be included in the next year’s Catalog, so please plan ahead. **Courses or programs submitted to CAC after October 1 cannot be included in the following year’s Catalog.**

TIMELINE	ACTIVITY	RESPONSIBLE UNIT/PERSON
January, 2016	Office of Academic Affairs (OAA) sends the Division Chairs “College Catalog Proofing and Revision” memo along with the following documents: <ul style="list-style-type: none"> - a copy of the program information as approved in the Chancellor’s Office. - a copy of the pages from the current catalog (2015-2016) that contain information about Division’s programs and courses 	Office of Academic Affairs (OAA)
March 1, 2016	Division Chairs respond to OAA Catalog proofing memo by indicating one of the following: <ol style="list-style-type: none"> 1) Everything is correct “as is” for the 2016-2017 Catalog. 2) Typographical or grammatical changes have been noted in the Division’s 2016-2017 Catalog copy and are being returned to the Dean. (Course and program descriptions cannot be edited at this point.) 3) Future changes need to be made to a course or program, and the Division will submit changes to the Curriculum Advisory Committee in order to be included in the 2017-2018 Catalog. (No changes will be made in the 2016-2017 Catalog.) <p>If new courses and programs have not yet received external approval* (*see note on page 4) by this time, they cannot be included in the 2016-2017 Catalog or offered during the 2016-2017 academic year.</p>	Division Chairs
March 15, 2016	Instructional Deans review documents for accuracy and compliance with Chancellor’s Office list of approved programs, and sign off for inclusion in the 2016-2017 Catalog.	Instructional Deans

April 15, 2016	<p>CAC reviews and finalizes courses to be included in MPC GE for the 2016-2017 Catalog.</p> <p>CSU-GE and IGETC approvals received by this time are included in the 2016-2017 Catalog.</p>	<p>CAC</p> <p>Articulation Officer</p>
April – May, 2016	OAA finalizes the 2016-2017 Catalog for publication.	Office of Academic Affairs
June 30, 2016	OAA uploads the 2016-2017 MPC Catalog to the website.	Office of Academic Affairs
March (or earlier) to October 1, 2016	<p>Originating faculty members/Division Chairs submit course and program proposals or revisions to the CAC. Originators will be invited to the CAC meeting at which their course or program appears on the agenda. CAC may ask originators to make changes before the item can be approved.</p> <p><i>Notes:</i> <i>Review by the department, division, dean, distance education committee, and technical review should be completed before October 1, so that the CAC can begin to review the curriculum for approval.</i></p> <p><i>If the new or revised course affects a program (a major or the General Education program), Division Chairs must submit the revised program to the CAC at the same time as the new or revised course. The revised program will also need to be approved by the CAC.</i></p> <p><i>(For substantial changes, external approvals may also be required before the revised program can be included in the Catalog. Changes to courses in English or Math could impact every program in the college, so plan ahead and submit your request early in the year.)</i></p>	Division Chairs/ Originating faculty member
February – November, 2016	<p>CAC approves courses and programs, and they start to move through the approval process.</p> <p>When the notification of approval for a program change or new program is received from the Chancellor’s Office by the VPAA, the appropriate dean sends an email with a copy of the approval to the following:</p> <ul style="list-style-type: none"> - Originating faculty member - Division chair - Division Office Manager - Director of A&R - Director of Financial Aid - Articulation Officer - Division Chair of Counseling - Library - Chair, Curriculum Advisory Committee - President, Academic Senate - Cc notification to VPAA and VPSS <p><i>Note: New or substantially changed courses or programs may also require approval from external agencies.</i></p>	Instructional Deans

November, 2016	CAC reviews and recommends courses for CSU-GE and IGETC submission.	Curriculum Advisory Committee
December, 2016	CSU-GE and IGETC requests for approval are submitted.	Articulation Officer
January, 2017	Office of Academic Affairs (OAA) sends Division Chairs the "College Catalog Proofing and Revision" memo along with the following documents: <ul style="list-style-type: none"> - a copy of the program information as approved in the Chancellor's Office. - a copy of the pages from the current catalog (2016-2017) that contain information about Division's programs and courses 	Office of Academic Affairs (OAA)
March 1, 2017	Division Chairs respond to OAA Catalog proofing memo by indicating one of the following: <ol style="list-style-type: none"> 1) Everything is correct "as is" for the 2017-2018 Catalog. 2) Typographical or grammatical changes have been noted in the Division's 2017-2018 Catalog copy and are being returned to the Dean. (Course and program descriptions cannot be edited at this point.) 3) Future changes need to be made to a course or program, and the Division will submit changes to the Curriculum Advisory Committee in order to be included in the 2018-2019 Catalog. (No changes will be made in the 2017-2018 Catalog.) <p>If new courses and programs have not yet received external approval* (see note on page 4) by this time, they cannot be included in the 2017-2018 Catalog or offered during the 2017-2018 academic year.</p>	Division Chairs
March 15, 2017	Instructional deans will review documents for accuracy and compliance with Chancellor's Office program approval; and sign off for inclusion in the 2017-2018 Catalog.	Instructional Deans
April 15, 2017	CAC reviews and finalizes courses to be included in MPC GE for the 2017-2018 Catalog.	CAC
	CSU-GE and IGETC approvals received by this time are included in the 2017-2018 Catalog.	Articulation Officer
April 2017 – May 2017	OAA finalizes the 2017-2018 Catalog for publication.	Office of Academic Affairs
June 30, 2017	2017-2018 Catalog is uploaded to the website	Office of Academic Affairs

NOTES:

External approvals: After CAC and Board approval, the following external approvals are obtained by the Office of Academic Affairs before **new programs or substantial changes to existing programs** can be included in the MPC Catalog and offer in the catalog year:

- Chancellor's Office
- BACCC (Bay Area Community College Consortium) - CTE programs require this regional consortium approval
- ACCJC (Accreditation Commission for Community and Junior Colleges)
- Federal Department of Education - The College must submit notification regarding new programs or changes to existing programs in order for students to receive financial aid when taking these courses and programs.

These external approvals must be received by March 1 for inclusion in the following year's catalog and to offer these courses and programs starting in the following fall semester.

Substantial change: It is a change in a course or a program such as in the number of hours, number of units, mode of instruction, etc. that will substantially change the course or program and therefor require approval from the external entities listed above.