



Curriculum and Instruction Council Report

Academic Senate

DATE: August 27, 2015

1. Information:

a. Update on course submissions:

- i. In May 2015, 276 courses were submitted for review. This includes new, modified, and 4 year review courses.
- ii. These courses have been prescreened. Emails have been sent out notifying authors, chairs, and managers whether the course needs revisions or whether it will go on the EDC Consent or Review Agenda.
- iii. All of these courses, along with programs, degrees, certificates, and non-credit courses will be processed during the 2015-16 year as long as prescreen revisions are returned in a timely manner.

b. 4-Year Review List for May 31, 2016. Please see attached handout.

SUBMISSION DATES

New courses and modifications to courses are due on 31 May, 2016 for the 2017-18 catalog.

New courses and modifications to courses submitted between June 1, 2015 and May 31, 2016 are guaranteed to be prescreened and receive an EDC review by the end of Fall 2016 as long as the prescreen requests are addressed.

Degrees and certificates are due by May 31, 2016 for the 2017-18 catalog. Degrees and certificates will not be reviewed by EDC if they include courses that are 6 or more years old (for T5 compliance). Degrees and certificates submitted between June 1, 2015 and May 31, 2016 are guaranteed to receive an EDC review by the end of Fall 2016.

Modifications include changes to:

Course ID	Prerequisites, corequisites, and advisories
Course Title	Certificate, degrees, and majors
Catalog Description	General Education Requirements/ GE Status
Units and hours	Articulation
Repeatability	Instructional Type (Lecture, Lab, Lecture and Lab Combination, or Activity)
SAM Code changes	Top Code Changes

WebCMS Stage Information

Website: <http://webcms.mtsac.edu/webcms/>

Stage 1: Course Author

Stage 2: Department Chair review

Stage 3: Division Dean/Associate Dean review

Stage 4: Not active in WebCMS

Stage 5: Prescreen/pre-EDC review - results in course being forwarded to the EDC agenda or returned to Stage 1

Stage 6: post-EDC review – results in approval, approval with minor edits, pending (course will be returned to EDC consent agenda), or HOLD (requires a second EDC review)

Stage 7: Course is ready for implementation (new courses and modifications require Senate approval, BOT approval, and Chancellor's Office approval before they may be implemented)

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