

Mesa Catalog Committee Virtual Meeting
Wednesday, September 28, 2016

AGENDA

1. Welcome
2. Membership Update (*)
3. Current Issues with Catalog Implications
 - a. CurriCunet Proposal Entry/Action
 - b. State & WASC Approvals (ADTs/New Programs)
 - c. C-ID Numbers
 - d. December 8th - Last CIC Meeting for approval of curriculum published in 2017-18 catalog
4. Catalog Production Timeline – Proof Review Dates
 - a. August xx – Catalog Proof emailed to campus
 - b. November 14th -30th Campus Review Period
 - c. 12/9/16: Deliver Final Additions/changes/corrections to District
 - d. First Proof delivered to VPI's Office: January 9, 2017 (Return 1/25)
 - e. Second Proof delivered to VPI's Office: Feb. 27, 2017 (Return 3/7)
5. Catalog Committee Webpage
 - a. URL Link <http://www.sdmesa.edu/academics/catalog/catalog-committee/>
 - Future links for minutes and other documentation
6. Roundtable
 - a. Curricular/Non-Curricular Review combined - shortened timeline

(*) Reviewed during meeting

Catalog Proof – Review Instructions
(We will send/post once catalog received on campus)

All proofreaders are required to initial their corrections and provide CIC dates to verify making curriculum changes. *Note: the catalog committee cannot make changes on your behalf.

Please provide your **phone extension** —this will help catalog staff resolve questions that invariably arise during the updating process.

If updates are needed to Student Learning- (**SLO**), Institutional Learning- (**ILO**) or Administrative- Unit Outcomes (**AUO**), include the revision in Taskstream AND attach a printout of the TaskStream entry with the proof.

All new programs and program revisions must be approved by CIC, Board of Trustees, and CCCCCO (new programs may be subject to ACCJC/WASC approval) **before** they may be published in the college catalogs.

Review the area(s) you are assigned to only.

You'll find CIC Minutes, Course Revisions/Update Status, and Board Dockets on our departmental website at www.sdccd.edu/instrv. These materials can assist you with this process.