

2020-2021 Curriculum Submission Processes

Required:

- UC and/or CSU GE/IGETC revision courses (102 courses)
- CSU GE Area F – Ethnic Studies (see attached document)

Exceptions:

- CTE courses mandated by industry
- CTE certificate/degree programs mandated by industry
- Transfer degree programs mandated by State regulation
- Transfer degree programs (that do not require any course changes)
- Other urgent course or certificate/degree program mandates or needs

Initiator Actions:

- Courses changes will need to be entered via ECMS
- Submissions of paperwork will be handled the same way as the May 2020 deadline
- **Faculty who submit will also need to agree to input the SAME changes in ECMS into eLumen (once the system is ready)**
- Faculty who meet the exceptions above will need to be named in order to open up ECMS appropriately
- Final paperwork submission deadline, **Wednesday, February 3, 2021 at 5:00 P.M.**

Important Note:

- Any requests falling in the categories above (excluding CSU GE Area F courses) must be submitted by **Wednesday, December 2, 2020 at 5:00 P.M.** via a curriculum Outlook form to be completed by the division dean for review by CAT. No new requests can be accepted after January 6, 2021 at 5:00 P.M. (no exceptions). The request must include:
 - o Name of the course/certificate/degree
 - o Type of request (i.e. revision course, new course, revision certificate/degree or new certificate/degree)
 - o Name of the initiator completing the revision or new request (for courses, ECMS will only be opened up to the named initiator)
 - o Agreement and understanding from the faculty that information entered in ECMS will also need to be entered in eLumen and that they will become the initial beta-testers in eLumen once the system is ready

This gives the school the opportunity to:

- to work on guided pathways
- reflection year for departments/divisions to evaluate their course offerings and certificate/degree programs
 - o for example, for courses that have not been offered in the past **two** years and is stated on a certificate/degree program are non-compliant per the State Chancellor's Office