

WALK-INS: GENERAL GUIDELINES

JUSTIFICATION

- Loss of accreditation from an outside agency
- Articulation
- Workforce training
- State established deadline
- C-ID/ADT approval
- Student success

WALK-IN CRITERIA

- Curriculum must be launched and all fields in CurricUNET must be completed
- All impacted curriculum must be present.
- The Curriculum Review Committee (CRC) Chair should ensure that:
 - The originating college CRC has approved the curriculum;
 - All colleges offering the course have been notified of the changes; and
 - Communication between appropriate faculty has taken place.
- All walk-ins are subject to District Curriculum Services review prior to the Curriculum and Instructional Council (CIC) meeting.

PROCESS

CIC Meetings:

- The Curriculum Review Committee Chair shall:
 - Ensure all Walk-In Criteria are met;
 - Notify District Curriculum Services via email of the walk-in(s) at least 24 hours prior to the CIC meeting; and
 - Provide each CIC member a printed list of all proposed walk-ins.

CIC Catalog Deadline Meetings

- *The Curriculum Review Committee Chair shall:*
 - Ensure all Walk-In Criteria are met;
 - Notify District Curriculum Services via email of the walk-in(s) at least 24 hours prior to the CIC meeting; and
 - Provide District Curriculum Services a completed “CIC Walk-In Curriculum Approval Form—Catalog Deadline.” The form must:
 - Include each course and program that is being walked in for the catalog deadline meeting; and
 - Be signed by the Curriculum Committee Chair and Vice President of Instruction

Effective Date Deadline Exceptions

- If a deadline exception is being requested for critical curriculum, Vice Presidents of Instruction must submit a request via email to the District Curriculum Services Dean prior to the curriculum being presented at CIC. Critical curriculum includes:
 - Loss of accreditation from an outside agency

- Articulation
- State established deadline
- C-ID approval
- Student success
- Workforce training

CONSIDERATIONS

- Preferring that the curriculum be approved for the current year does not justify walk-in unless you believe that waiting another year will have a significantly negative impact on students.
- Every attempt must be made to notify CIC and Curriculum Services staff in advance of curriculum that is expected to be walked in prior to the CIC meeting so that everyone can be as prepared as possible.
- If Curriculum Services tech review items cannot be resolved in a timely manner please note the curriculum may not pass Curriculum Services tech review. If you would still like the curriculum to be expedited it falls back to the CIC member to ensure that the curriculum is walked into another meeting.
- The average time from pre-launch to CIC level is 5 months but it could take anywhere between 3-9 months for curriculum to make it through the system depending upon proposal type. If you have not pre launched your course by the month of August prior to catalog deadline carefully consider what is critical and what can wait until the next year and prioritize what you walk-in accordingly.
- Walking in curriculum at catalog deadline does not guarantee that it will make catalog as no courses or programs will be placed in the catalog without board and/or state approval (new programs are subject to ACCJC/WASC approval).
- Every effort will be made for curriculum to be offered for the requested effective semester but keep in mind that the volume of curriculum walked in, the condition in which it reaches the Curriculum Services staff and the time it takes to resolve tech review issues is a huge factor. All tech review questions on all curriculum must be resolved before it can be sent forward to meet board, state, articulation, publication, and student services deadlines. Courses with substantial revisions cannot be offered until approved by the state.