January 14, 2020

TO: Matilda Chavez,
                    Vice President, Instruction, City College

FROM: Shelly Hess,
                    Dean, Curriculum Services

SUBJECT: 2020-2021 Catalog: Proof

As the designated administrator responsible for overall catalog revision and updating on your campus, we're providing you a with the attached PDF proof of the 2020–2021 catalog. We propose the following guidelines and timeline to assist you in proofreading the page proofs from the 2020–2021 catalog:

1. The page proofs are in a PDF file for your convenience. There is **only one PDF proof** for your college so please see that all appropriate proofreaders have an opportunity to conduct their review and make their corrections on this copy only.

2. Please require that **all proofreaders <u>initial</u> their corrections in a comment and provide <u>CIC dates</u> to verify making curriculum changes**. We will **also need their <u>phone extensions</u>** so that we may call them—this will help our staff resolve questions that invariably arise during the updates. You'll find CIC Minutes, Course Revisions/Update Status, and Board Dockets on our departmental website at <u>www.sdccd.edu/instsrv</u>. These materials can assist you with this process. Note, the first proof does not include walk-in or expedited approval curriculum from the 12/12/2019, CIC meeting. If all of the necessary approvals are received we wil include this curriculum in the final version of the catalog.

3. All program revisions must be approved by CIC, Board of Trustees, and CCCCO before they may be published in the college catalogs. Certificates of Performance revisions do not require CCCCO Approval.

4. All new programs must be approved by CIC, Board of Trustees, CCCCO, and ACCJC/WASC before they may be published in the college catalogs. All new certificates of achievement must receive Department of Education (DOE) approval before students may receive financial aid. New Certificates of Performance do not require CCCCO, ACCJC/WASC or DOE approval.

5. Substantive course revisions and new courses must be approved by CIC, the Board of Trustees, CCCCO, and ACCJC/WASC before they may be published in the college catalogs.

6. **Please check the spelling of technical terms specific to disciplines.** The catalog has been *spellchecked*, but many technical terms were flagged as misspelled because they were not in the spellchecker dictionary. In most cases, these terms were left *as is*.

PDF page proofs:

- Check for curriculum (course and program) changes submitted by 12/12/2019 deadline. Note curriculum changes that have not received all of the appropriate approvals listed above will not be added to the catalog until they are approved.
- Check for narrative edits submitted by 12/12/2019 deadline.
- Check for typos, omissions, misspelled technical terms, etc.
- Check for clarity, accuracy, and integrity of the following information:
  - ☐ College Name, Address(s), Telephone Number(s), and Website Address of the Institution
  - ☐ Educational Mission
  - ☐ Representation of accredited status with ACCJC and with programmatic accreditors (if any)
  - ☐ Course, degree, and certificate offerings
  - ☐ Academic Calendar and Program Length
  - ☐ Academic Freedom Statement
  - ☐ Available Student Financial Aid
  - ☐ Available Learning Resources
  - ☐ Names and Degrees of Administrators and Faculty
  - ☐ Names of the members of the Board of Trustees

Please initial changes as indicated and return binder to Instructional Services by noon on March 23, 2020.

Thank you.

SH

cc: Denise Whisenhunt, Ricky Shabazz, Gail Conrad

January 14, 2020

TO: Isabel O'Connor
                Vice President, Instruction, Mesa College

FROM: Shelly Hess,
                Dean, Curriculum Services

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Thank you.

SH

cc: Ashanti Hands, Pamela Luster, Gail Conrad

January 14, 2020

TO: Paulette Hopkins
            Vice President, Instruction, Miramar College

FROM: Shelly Hess,
            Dean, Curriculum Services

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SH
cc: Adrian Gonzales, Marsha Gable, Gail Conrad