

WCC Curriculum Committee
5-Year Academic Revision (Policy)
2-Year CTE Revision (Policy)

References: Education Code 78016; Title 5, §55003; Standard IIA.2(e), ACCJC

All course outlines are revised on a 5-year cycle from academic programs, and on a 2-year cycle from CTE programs that have prerequisites outside of discipline. At convocation, the curriculum committee will provide a list of courses up for review the following year. This list will be available to the public on the curriculum committee webpage. Originators should work with their division curriculum representatives to ensure that the course outlines are completed and submitted by the deadline. Meeting the curriculum deadline means completion on both of these tasks:

1. You have finished revising and submitting your course in the College Curriculum Management System (Curricunet), and followed up on any recommendations from the curriculum committee (you will receive an email from Curricunet); and
2. You have verified that your course was approved by the curriculum committee, and was published in the Board of Trustees agenda.

*Course outlines that are not submitted after 5-years for academic programs, and 2-years for CTE programs that have prerequisites outside of discipline, will be submitted for inactivation. Faculty need to abide by Ed Code, Title 5, and ACCJC standards for their programs to validate the content in their programs, to make students successful.

Requesting an Extension to Deadline: Under extenuating circumstances, departments may request up to a one-year extension (offered 1 semester at a time) to the 5-year / 2-year review cycle that have prerequisites outside of discipline. To request an extension, a memo must be submitted by departmental faculty to the curriculum committee with the request and indicate the reason the request is being made. Upon notification of the dean of instruction and submission and approval by the curriculum committee, the department will be granted an extension and will be expected to submit the revised course outline by the new given deadline date, or have the course submitted for inactivation.

Once a course is inactivated, it may NOT be offered. Every department/division has the opportunity to reinstate any inactivated course by revising and updating the course outline and submitting it as a "new course" to the curriculum committee for review and inclusion in a subsequent catalog year.

All courses are due for revision every 5 years / 2 years, if you have no changes to the course, you would still need to complete the minimum below:

- Update textbook (if a new edition is available)
- Change the effective year in the college Curriculum Management System (Curricunet)
- Update SLO's in Curricunet based on the course having gone through at least one assessment cycle in the past 5 years or 2 years
- Validate GE and Articulations
- Validate Prerequisites (if present)