

MPC Timeline for Catalog Development

This document is a “roadmap” for faculty to follow in their submission of new or revised courses and programs for inclusion in the following year’s MPC Catalog.

Divisions may submit requests to the Curriculum Advisory Committee for new or revised courses and programs at any time during the year. However, the MPC Catalog is published only once each year—in spring for the following academic year—and courses and programs must undergo a series of approvals after faculty submission. **For this reason, the FIRM faculty deadline to submit new or revised courses or programs to CAC is October 1 for inclusion in the following academic year’s Catalog.**

Courses and programs submitted after October 1 will not work their way through the local, regional, and state approval process in time to be included in the next year’s Catalog, so please plan ahead. **Courses or programs submitted to CAC after October 1 cannot be included in the following academic year’s Catalog.**

TIMELINE	ACTIVITY	RESPONSIBLE UNIT/PERSON
February (or earlier) through October 1	<p>Originating faculty members/Division Chairs submit new course and program proposals or revisions to the CAC. Originators will be invited to the CAC meeting at which their course or program appears on the agenda. CAC may ask originators to make changes before the item can be approved.</p> <p>NOTE: Program narratives are required to be submitted for all program proposals (new and revised). Proposals may not be reviewed without complete program narratives.</p> <ul style="list-style-type: none"> <i>Review by the department, division, dean, distance education committee, and technical review, as much as possible, should be completed before October 1, so that the CAC can begin to review the curriculum for approval.</i> <i>If the new or revised course affects a program (a major or the General Education program), Division Chairs must submit the revised program to the CAC at the same time as the new or revised course. The revised program will also need to be approved by the CAC.</i> <i>(For substantial changes, external approvals may also be required before the revised program can be included in the Catalog. Changes to courses in English or Math could impact every program in the college, so plan ahead and submit your request early in the year.)</i> 	Division Chairs/ Originating faculty member
February – November 30	<p>CAC reviews and endorses new or revised courses and programs, and they start to move through the approval process.</p> <p>OAA submits CAC approved courses and programs to CCCC for approval (if necessary) and chaptering. When the notification of approval for a program change or new program is received from the Chancellor’s Office by the VPAA, the appropriate Dean sends an email with a copy of the approval to the following:</p>	<p>CAC</p> <p>Instructional Deans</p>

	<ul style="list-style-type: none"> - Originating faculty member - Division chair - Division Office Manager - Director of A&R - Director of Financial Aid - Articulation Officer - Division Chair of Counseling - Library - Chair, Curriculum Advisory Committee - President, Academic Senate - CC notification to VPAA and VPSS <p><i>Note: New or substantially changed courses or programs may also require approval from external agencies.</i></p>	
November	CAC reviews and recommends courses for CSU-GE and IGETC submission.	CAC
December	CSU-GE and IGETC requests for approval are submitted.	Articulation Officer
January 31	Office of Academic Affairs (OAA) sends Division Chairs the "College Catalog Proofing and Revision" memo along with the following documents: <ul style="list-style-type: none"> - a copy of the program information as approved in the Chancellor's Office. - a copy of the pages from the current catalog that contain information about Division's programs and courses 	Office of Academic Affairs (OAA)
March 1	<p>Division Chairs respond to OAA Catalog proofing memo by indicating one of the following:</p> <ol style="list-style-type: none"> 1) Everything is correct "as is" for the Catalog. 2) Typographical or grammatical changes have been noted in the Division's Catalog copy and are being returned to the Dean. (Course and program descriptions cannot be edited at this point.) 3) Future changes need to be made to a course or program, and the Division will submit changes to the Curriculum Advisory Committee in order to be included in a future Catalog. (No curriculum changes will be made in the current Catalog in production.) <p>If new courses and programs have not yet received external approval* (see note on page 3) by this time, they cannot be included in the Catalog in production or offered during the corresponding academic year.</p>	Division Chairs
April 1	Office of Academic Affairs (OAA) sends draft of updated College Catalog to Division Chairs and Deans. Deans review and confirm that courses and programs listed in the draft Catalog are accurate and comply with curriculum regulations.	Division Chairs and Deans

April 15	Deans sign off on Catalog updates and/or provide corrections.	Instructional Deans
April 15	CAC reviews and finalizes courses to be included in MPC GE for the Catalog in production. CSU-GE and IGETC approvals received by this time are included in the Catalog in production.	CAC Articulation Officer
April 16-30	OAA finalizes the Catalog for publication.	Office of Academic Affairs
May 1-3	VPAA reviews and signs off on final catalog for submission to President/Superintendent and Governing Board	VPAA
May	Governing Board reviews and approves final draft of Catalog for publication	President/ Superintendent's Office Governing Board
May 31	Finished Catalog is uploaded to the website Copies of Catalog are made for distribution on campus	Office of Academic Affairs

NOTES:

External approvals: After CAC and Board approval, the following external approvals are obtained by the Office of Academic Affairs before **new programs or substantial changes to existing programs** can be included in the MPC Catalog and offer in the catalog year:

- Chancellor's Office
- BACCC (Bay Area Community College Consortium) - CTE programs require this regional consortium endorsement
- ACCJC (Accreditation Commission for Community and Junior Colleges)
- Federal Department of Education - The College must submit notification regarding new programs or changes to existing programs in order for students to receive financial aid when taking these courses and programs.

These external approvals must be received by March 1 for inclusion in the following academic year's catalog and to offer these courses and programs starting in the following fall semester.

Substantial change: It is a change in a course or a program such as in the number of hours, number of units, mode of instruction, etc. that will substantially change the course or program and therefore require approval from the external entities listed above.