

CIC Guidelines for Course Approval

These guidelines will help you prepare to bring a course outline before Merritt's Curriculum and Instructional Council (CIC).

NOTE: Are you familiar with all the support materials on Merritt's CIC Website, such as CIC meeting and submission deadline dates, sample course outlines, resource guides for writing course outlines, link to ASSIST, etc.?

If not, here's how to get there: www.merritt.edu/cic

1. All new and revised course outlines submitted to CIC must be accompanied by the Merritt College Student Learning Outcomes (SLO) Addendum. Please see the Student Learning Outcomes and Assessment Committee (SLOAC) members: Ann Elliott, Kim Thoman, Jon Drinnon, Rebecca Kenney, Jennifer Yates, or Linnea Willis for assistance.
2. Have you checked to see if the proposed course meets transfer and/or GE (CSU GE and/or IGETC) requirements? Is the course being taught in the UC or CSU system and does it meet the required rigor of a comparable course in the four-year institution?
If not, a good place to start is ASSIST (see above for link), catalogs, and/or your colleagues at the four-year institutions.
3. If you are proposing an online course outline, have you filled out the Distance Education (DE) Addendum, and are you prepared to respond to the issues it raises? This document is attached to all submission reminders sent out by the CIC chair.
You may also want to contact the CIC Chair for help and suggestions.
Chair: Jon Drinnon jdrinnon@peralta.edu office 434-3922; cell (510) 499-6177
4. If you are proposing a new or significantly revised course outline, have you consulted with your department chair and others within your department?
If not, please do so. Part of the department chair's responsibilities is to review curricular matters to ensure that they are consistent with the department's vision and plan.
5. If you are proposing a new course outline, or program, or making a substantive change to an existing course (anything to the first page of the outline), please read and follow the "Procedures for Consultation among Colleges regarding Curriculum Issues." This document is attached to all submission reminders sent out by the CIC chair.
If you do not follow the CIPD consultation procedures, course approval will not occur at the district curriculum level (CIPD). If you attempt good faith consultation and issues remain unsolved, please contact the CIC Chair (see contact info above). We are here to work with you and support you at CIPD.
6. Be sure your schedule permits you to be present at the CIC meeting when your outline will be reviewed for approval. Your presence allows us to clarify any issues that arise.
If you are unable to attend, please arrange to send someone who is prepared to talk about the course and answer questions. Otherwise, review of the course will be tabled until the next meeting, or whenever you can attend.