



**From the office of the  
Curriculum Coordinator, Mary K. Clark-Tillman**

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21250 Stevens Creek Blvd., #138, Cupertino, CA 95014

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October 10, 2012

To: Ram Subramaniam, CC Co-Chair  
Alicia De Toro, CC Vice Co-Chair

Cc: Rowena Tomaneng, AVP of Instruction

Re: Change to annual curriculum deadline, effective for 2017-18 catalog deadline

Due to recent changes with our local (De Anza) and State process for review and approval of curriculum and certificate/degree programs, the Curriculum Office will be changing the annual deadline for **courses** and **certificates/degrees programs** to the **first Wednesday** in **May** every year. In addition to the annual deadline change, we will implement a tiered deadline structure to hopefully make the submission process more efficient for the Curriculum Office, required sigantors, and curriculum initiators. Some of the more specific reasons for this change are:

- it ensures that Curriculum Office has time to research new course numbers;
- it ensures that initiators have time to develop quality courses for students;
- it ensures that the Curriculum Office and the Curriculum Committee has time to process and review new courses before the end of spring quarter;
- it ensures that the Curriculum Co-Chair has time to obtain the necessary signatures for new courses and courses that have unit and/or hour changes from the Vice-President of Instruction;
- it ensures that the Articulation Officer will meet the articulation deadline in August;
- it ensures that all curricular items approved by the Curriculum Committee be put on the monthly Board of Trustees meeting for approval in a timely manner in order to submit to the State for review and approval.

The deadline structure for the 2017-18 course catalog would be as follows:

- 4/5/17 (first Wednesday in April) – Request new course numbers from the Curriculum Office;
- 4/19/17 (two weeks after) – ALL new course outlines and course outline changes have been inputted in ECMS;
- 4/26/17 (one week after) – Obtain signatures on matrices, online and hybrid forms and De Anza GE matrix;
- 5/3/17 – Obtain all other necessary signatures and submit completed forms with the appropriate number of copies.

Regards,

*Mary K. Clark-Tillman*

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