



Timeline for Curriculum Development of Courses

A timeline for curriculum development has been created and helps to show the deadlines and expected delivery of different curriculum development stages. Taft College understands a well-designed college curriculum is not only comprehensive and effective but also flexible. As new topics emerge and demands of the field evolve, the curriculum process must be responsive without losing its commitment to quality and efficiency.

Submission of course changes or new courses take approximately a year to process. Below is an estimated time allowance for each step of the curriculum process for any substantial or non-substantial changes.

Published in Catalog & Offered in Fall Semester

May—October	Technical Review <i>(weekly Tuesday meetings)</i>
September—November	Curriculum and General Education Committee <i>(2nd Monday monthly—excluding June and July)</i>
October—December	Board of Trustees <i>(2nd Thursday monthly)</i>
November—January	Chancellor's Office
January	Catalog Development and cutoff for catalog submissions
March	Published in Catalog
Fall of the following academic year	Course Offered

Published in Addendum & Offered in Spring Semester

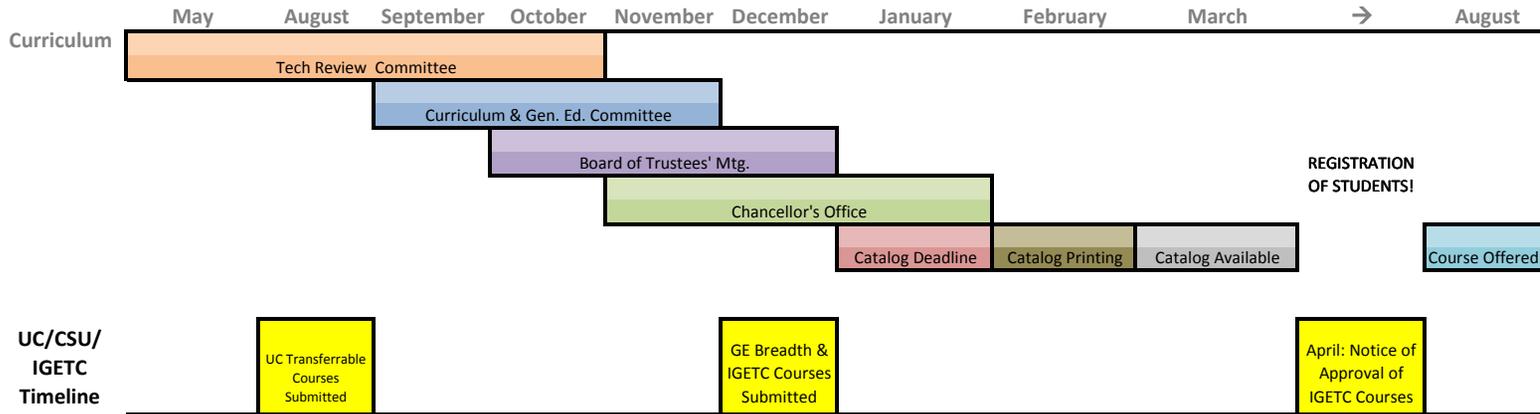
November—April	Submit for Technical Review <i>(weekly Tuesday meetings)</i>
December—May	Curriculum and General Education Committee <i>(2nd Monday monthly—excluding June and July)</i>
January—June	Board of Trustees <i>(2nd Thursday monthly)</i>
February—October	Chancellor's Office
November 1 st	Published in Catalog Addendum
Spring of the following academic year	Course Offered

UC/CSU, IGETC, GE Breadth

August	Courses are submitted for UC Transfer Process
December	Courses are submitted for GE Breadth and IGETC
April	Determination of IGETC to be effective in the Fall

Course Approval Timeline

Published in Catalog & Offered in Fall Semester of the Next Academic Year



Published in Addendum & Offered in Spring Semester of the Next Academic Year

