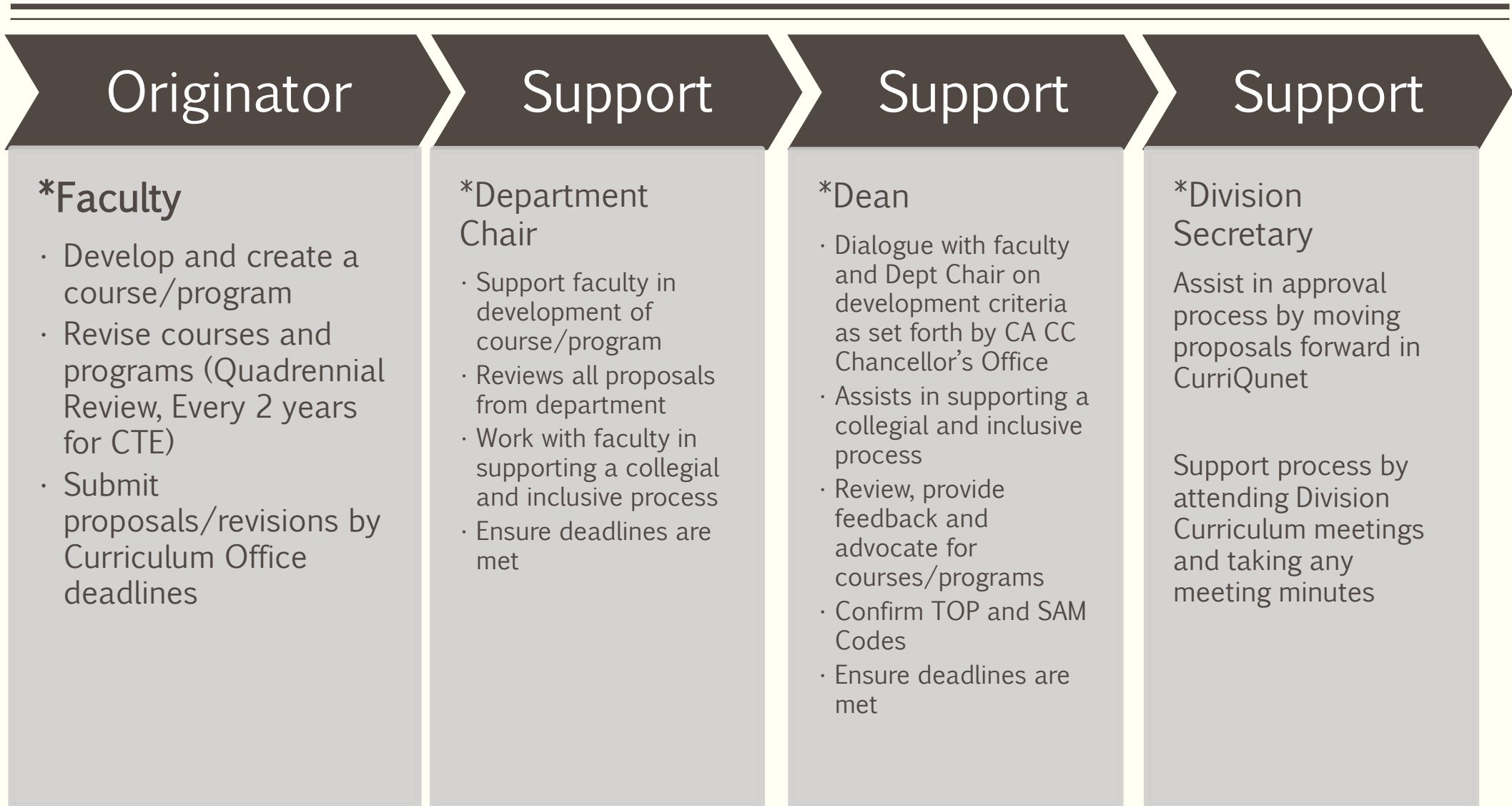# Curriculum and Instruction Council (CIC) at SAC

- Meet the Team
- What's your role?
- Check out CIC

Curriculum is the heart of any institution and is a faculty-driven process that involves ALL of the College!

Originator

*Faculty

· Develop and create a course/program
· Revise courses and programs (Quadrennial Review, Every 2 years for CTE)
· Submit proposals/revisions by Curriculum Office deadlines

Support

*Department Chair

· Support faculty in development of course/program
· Reviews all proposals from department
· Work with faculty in supporting a collegial and inclusive process
· Ensure deadlines are met

Support

*Dean

· Dialogue with faculty and Dept Chair on development criteria as set forth by CA CC Chancellor's Office
· Assists in supporting a collegial and inclusive process
· Review, provide feedback and advocate for courses/programs
· Confirm TOP and SAM Codes
· Ensure deadlines are met

Support

*Division Secretary

Assist in approval process by moving proposals forward in CurriQunet

Support process by attending Division Curriculum meetings and taking any meeting minutes

DRAFT – CIC will continue work started last year on updating Curriculum Handbook

Check CIC out!

Go to sac.edu/curriculum

Stop by a meeting!

Next Meeting:

Monday, August 23rd from 2:00 p.m. to 4:00 p.m