

**From:** Villanueva, Donna M.  
**Sent:** Wednesday, December 07, 2016 11:22 AM  
**To:** Varozian, Shant; Pillado, Margarita A.; Koehnlein, William D.; McLean, Kalynda W; Robinson, Anafe  
**Subject:** Accreditation and the Catalog Meeting Summary

Hi, Margarita, Anafe, David, and Shant

In October, we met to discuss the Catalog in relation to Accreditation. I am trying to piece together our conversation and takeaways. Please let me know if I am missing anything:

- **Recommendation to publish the catalog every year** because of constant changes to degrees, certificates, and courses. Since the college is responsible for reporting any changes to accrediting agencies and Department of Education, we need to have an updated catalog every year that can be given as documentation of the evidence of any changes. Financial Aid also had special reporting requirements and thus needs an updated catalog each year.
- Process to communicate with all entities. Our Admin Aide has established a listserv to better assist in the dissemination of critical information: Approval of degrees and certificates and courses so Financial Aid director, Office of Institutional Research, District Office, and Pierce Curriculum Office are aware of State approval.
- Approved pre-requisites, DE, Honors, and TBA are put in the Curriculum Google Docs by the Curriculum Office. When SIS is fully functioning, pre-requisites will be automatically enforced. For now, once a pre-requisite has been approved, the Curriculum Chair will notify the Assessment Center of newly approved pre-requisites on courses.
- The General Education philosophy is reviewed, revised, and approved annually by the Curriculum Committee at its first meeting for the year. All changes to degrees and certificates must have been approved through the Curriculum Committee, the Board of Trustees, and the State before publication in the catalog.
- Curriculum Chair will remind faculty that changes to courses may impact existing degrees and certificates which would also need a separate approval by the Curriculum Committee before publication. For the General Education degrees (STEM, Social and Behavioral Sciences, Arts and Humanities, Women's Studies) and the CSU-GE and IGETC-GE certificates, the Articulation Officer updates for the catalog each year after approval by the Curriculum Committee
- Every January, the Scheduling and Catalog Office puts out a timeline for the review of all sections of the catalog by the responsible party to ensure that all legally required accreditation-related, state and federal mandates, and any other outside agencies are fully disclosed (financial aid disclosure, grade grievance process, all board rules, title v changes, etc).

Thanks,  
DM