

**CAREER/TECHNICAL CURRICULUM REVISION PROCESS TIMELINE  
SPRING 2019 AND FALL 2019 REVISIONS**

DATE	WHO	ACTION REQUIRED
July-Aug. 2017	TechEd	Develops Career and Technical (CTE) Charges for <b>Spring 2019</b> and <b>Fall 2019</b> .
<b>Aug. 16, 2017</b>	<b>CTE CURRICULUM WORKSHOP</b>	
Aug. 16, 2017	Technical Curriculum Committee Chair (TCCC)	(1) Convenes a <b>face-to-face</b> committee meeting with a quorum by this date for <b>Spring 2019 and/or Fall 2019 revisions</b> . (2) Reviews charges. (3) Committee decides to initiate revision or to propose a new award.
<b>Sept. 4, 2017</b>	<b>LABOR DAY (DCCCD offices closed)</b>	
Oct. 6- 13, 2017	Technical Curriculum Committee Chair (TCCC)	Submits a detailed summary of CTE Curriculum Revision(s) to District Office of Workforce Education (DOWE) including awards annotated with proposed revision(s) through email with copies to Division/Tech Dean(s) for <b>Spring 2019 and/or Fall 2019 revisions</b> .
Nov. 10, 2017	Office of Curriculum Management	Compiles and distributes summary of recommendations to AVP, College Curriculum Committee Chairs, and DOWE.
Nov. 10, 2017	District Office of Workforce Education (DOWE)	Notifies CTE Curriculum Committees of 2019 liberal arts revisions.
Nov. 21, 2017	District Office of Workforce Education (DOWE)	Forwards initial CTE impact report summary of proposed revision(s) to impacted AVP for unresolved issues for <b>Spring 2019 and/or Fall 2019</b> .  Submits a CTE impact report of liberal arts revisions to Office of Curriculum Management.
<b>Nov. 23-24, 2017</b>	<b>THANKSGIVING HOLIDAY (DCCCD offices closed)</b>	
Dec 1, 2017	Academic Vice President (AVP)	Forwards initial CTE summary of proposed revision(s) to impacted Chair of College Curriculum Committees for <b>Spring 2019 and/or Fall 2019 revisions</b>
Dec. 8, 2017	AVP Focus Group	Reviews and approves CTE proposed revisions for <b>Spring 2019 and Fall 2019</b> .
Dec. 11, 2017	Vice President Council (VPC)	Reviews issues from each College Curriculum Committee for resolutions (if applicable).
<b>Dec. 25, 2017- Jan. 2, 2018</b>	<b>CHRISTMAS HOLIDAY (DCCCD offices closed)</b>	
Jan 9- 22, 2018	College/Technical Curriculum Committee Chair (TCCC)	Submits to DOWE separate New Award Feasibility Checklist (NAFC) signed by each impacted AVP for <b>Spring 2019 and/or Fall 2019</b> .
<b>Jan. 15, 2018</b>	<b>MARTIN LUTHER KING HOLIDAY (DCCCD offices closed)</b>	
Jan. 29, 2018	Vice President Council (VPC)	Reviews and approves proposed revisions for <b>Spring 2019 and Fall 2019</b> .
Feb. 9, 2018	TechEd/CE Council	Reviews New Award Feasibility Checklist (NAFC) summaries and recommendations are submitted to AVP.
Feb. 16, 2018	District Office of Workforce Education (DOWE) and College	<b>Mini Workshop</b> - Strategies for Curriculum Development.
Feb. 19, 2018	District Office of Workforce Education (DOWE) and College	Presents New Award Feasibility Checklist (NAFC) and TECHED recommendations for new awards for <b>Spring 2019 and/or Fall 2019</b> implementation to AVP.
Feb. 23, 2018	District Office of Workforce Education (DOWE)	<b>Mini Workshop</b> for new CTE/CE faculty and new deans.

**CAREER/TECHNICAL CURRICULUM REVISION PROCESS TIMELINE  
SPRING 2019 AND FALL 2019 REVISIONS (cont'd)**

DATE	WHO	ACTION REQUIRED
<i>March 12-16, 2018</i>	<i>SPRING BREAK (DCCCD offices closed)</i>	
March 26, 2018	College SACSCOC Representative (CSAC)	Submits a copy of SACSCOC closure letter to DOWE for program/and or award <b>Spring 2019 and/or Fall 2019</b> closures.
<i>March 30, 2018</i>	<i>GOOD FRIDAY (DCCCD offices closed)</i>	
April 6, 2018	District Office of Workforce Education (DOWE)	Informs TCCC and TechEd Deans WECEM courses which have archived and been revised.
April 16, 2018	Technical Curriculum Committee Chair (TCCC)	Reviews WECEM changes impacting <b>2019</b> curriculum revisions and informs Curriculum Committees of archived and revised courses.
April 27, 2018	Technical Curriculum Committee Chair (TCCC)	Completes and submits <b>FINAL</b> summative copy of Technical Curriculum Revision Forms with supporting documentation with signed AVP approval to DOWE for <b>2019</b> .  <b>NOTE:</b> Revisions sent after this date will be submitted the next cycle and would most likely not be included in the initial release of the next catalog.
May 4, 2018	Academic Vice President (AVP) or Technical Curriculum Committee Chair (TCCC)	Provides Chair–election information to DOWE for <b>Fall 2019-Spring 2020</b> .
May-June 2018	District Office of Workforce Education (DOWE)	Forwards <b>FINAL</b> CTE summary of proposed revision(s) to impacted AVP, Chair(s) of College Curriculum Committees, and TechEd Deans for <b>2019 revisions</b> for VPC to approve at <b>June 2018</b> VP meeting.
<i>May 28, 2018</i>	<i>MEMORIAL DAY (DCCCD offices closed)</i>	
<b>FACULTY OUT FOR SUMMER 2018</b>		
June 2018	Vice Presidents Council (VPC)	Convenes council to review and approve the proposed recommendations for CTE curriculum for <b>2019 revisions</b> listed in a summary from DOWE as submitted by TCCC and reviewed by respective College Curriculum Committees.
May – Oct. 2018	District Office of Workforce Education (DOWE)	Submits email notification of Texas Higher Education Coordinating Board (THECB) revision approvals to the colleges.
<i>July 4, 2018</i>	<i>FOURTH OF JULY (DCCCD offices closed)</i>	
Sept. – Oct. 2018	District Office of Workforce Education (DOWE)	Forwards <b>2019 revisions/new programs</b> for web catalog publishing to District Online Catalog Production Team (OCPT) and District Degree Audit.
<i>Sept. 3, 2018</i>	<i>LABOR DAY HOLIDAY (DCCCD offices closed)</i>	
<i>Nov. 22-23, 2018</i>	<i>THANKSGIVING HOLIDAY (DCCCD offices closed)</i>	
<i>Dec. 25, 2018 – Jan. 2, 2019</i>	<i>CHRISTMAS HOLIDAY (DCCCD offices closed)</i>	
<b>FALL 2019 REGISTRATION BEGINS APRIL 2019</b>		