C-ID Descriptor Review Process

Approved at April 15, 2014 C-ID Advisory Committee Meeting
Revised at September 20, 2018 C-ID Advisory Committee Meeting
Revised at May 9, 2019 C-ID Advisory Committee Meeting

1. A Faculty Discipline Review Group (FDRG) normally begins to review its descriptors in the fourth academic year after the initial approval date of the majority of its descriptors (i.e., all descriptors for a given discipline will be reviewed in the same cycle unless the FDRG opts to have different cycles for some descriptors). All descriptor reviews will be initiated in the fall. Descriptors that have a spring expiration date will be reviewed in the subsequent fall. In some instances, the review date may be modified to correspond to the review period for an associated model curriculum. In the early fall, the C-ID system will alert the FDRG lead and C-ID staff of the review period. In addition, a "call for comment" message will be sent out via all appropriate discipline Listservs and the CIAC Listserv that is used by Articulation Officers (AOs). The review cycle will be reinitiated every 4th year subsequent to completion of the last review cycle. FDRGs retain the ability to determine that an earlier review is needed for any descriptor.

2. After the initial review period, the C-ID system will indicate when descriptors were last reviewed and when they are scheduled to be reviewed again.

3. If a descriptor will be revised, then notification is posted by the end of the term in which the review period is initiated (i.e., fall of the fourth year). The FDRG considers all information gathered via the "call for comment", as well as any feedback provided by the COREs (Course Outline of Record Evaluators). The revised descriptor is vetted and finalized by the end of spring of the fourth year.

4. C-ID will annually publish a "Summary of Curriculum Changes" denoting any substantial or non-substantial. If a descriptor is revised, the FDRG determines whether CCC course outlines of record (CORs) are to be submitted for re-review when the finalized revised descriptors are posted. If the FDRG determines CORs need to be resubmitted, the FDRG will determine whether C-ID approved CORs are required to undergo a full review, or an expedited review by the C-ID Primary Reviewer for the discipline, to ensure the revisions meet the new C-ID descriptor requirement(s). Only C-ID approved courses are eligible for expedited reviews.

5. When the descriptor has changed substantially (as determined by the FDRG), Articulation Officers are notified that they should submit a new COR(s) based on the newly revised C-ID descriptor within one year. If resubmission is required and a college opts to not resubmit, the C-ID designation is removed from all impacted courses one calendar year from the formal announcement to resubmit. A process is available to request an extension of the deadline. If a course is already in the queue for review against a descriptor that has been modified the college may opt to withdraw the course from consideration or to have it reviewed as submitted.

6. The C-ID system automatically removes a course's C-ID number one calendar year after the formal announcement of the need to resubmit if a new COR is not submitted and no extension has been granted.

7. When a descriptor is not changed, or not changed enough to warrant the resubmission of CORs, the AOs are notified that no action is necessary. Any changes made to the descriptor are recorded along with the final review determination.

Descriptor Review Guidelines

The purpose of reviewing C-ID descriptors on a 5-year cycle is two-fold:

1. to ensure that they are current and reflect changes in the field that would necessarily impact curriculum
2. to provide an opportunity to revise elements of descriptors that have been deemed problematic

FDRGs are encouraged to make all necessary changes during the review process, but also asked to be mindful of the potential impact of changes that would initiate a re-review of course outlines. Issues identified during the review of course outlines should be an integral part of the FDRG's discussion of the changes needed, as well as consideration of changes in the field. Issues related to required minimum units, prerequisites, and the level of specificity of the descriptor should all be discussed.

Under extraordinary circumstances by 2/3 vote of the C-ID Advisory Committee and majority support of both ASCCC and ASCSU representatives, the C-ID Advisory Committee may temporarily act as the FDRG for a discipline to enact changes to descriptors to avoid adverse consequences to students that would occur if normal curricular review processes were followed.

Summary of Descriptor Review Timeline

Approved at December 12, 2014 C-ID Advisory Committee Meeting

Fall Year 4 – Initiate Review	Spring Year 4 – Proposed Changes are Vetted and Finalized	Year 5 – Resubmission of CORs if FDRG determines changes are substantive	End of Year 5 – C-ID designation removed
1. "Call for comment issued"	1. Revised descriptors are posted for vetting	1. Revised or resubmitted CORs are reviewed	1. If a college does not respond to the requirement to resubmit a COR, the C-ID designation will be removed.
2. FDRG reviews comments	2. FDRG reviews comments		
3. FDRG determines whether or not descriptors will be revised. If there is an expectation that changes will be substantive, this is noted	3. FDRG finalizes descriptors and determines whether or not changes are substantive and would require the resubmission of CORs. If resubmission is required the FDRG determines if CORs require a full review or an expedited review by the discipline Primary Reviewer only.		
	4. If resubmission of CORs will be required, AOs, discipline faculty, and curriculum chairs are informed		

OUT-OF CYCLE DESCRIPTOR REVIEWS

Approved at February 25, 2015 C-ID Advisory Committee Meeting.

Substantive

In the event that an FDRG determines there is a need to revise a descriptor in a substantive manner (i.e., such that COR resubmission would be required) outside of the 5-year review cycle, the FDRG must provide a rationale for the out-of-cycle review and an overview of its impact to the C-ID Advisory Committee. Upon approval of the request, a two-year cycle for the revision would be implemented. During year 1, the descriptor would be revised, vetted, and finalized. During year 2, CORs would be resubmitted. At the end of year 2, If a college does not respond to the requirement to resubmit a COR, the C-ID designation will be removed.

Non-Substantive

In the event that an FDRG wishes to make an out-of-cycle change to a descriptor, and it views the change as non-substantive, the following process will be followed:

Step 1 - FDRG

The request for the change must be initiated through the FDRG. The FDRG lead and/or C-ID staff will compile evidence in support of the change including queries or requests for change from the field, an explanation of why the change is needed, and documentation of the FDRG's consensus around the proposed change. An analysis of the potential impact of the change should also be provided.

Step 2 – C-ID Faculty Coordinator

Once the request is documented and supporting evidence is compiled, the documentation will be forwarded to the C-ID Faculty Coordinator for review. Upon a determination that the documentation is complete and no further information is required, the documentation will be forwarded to the C-ID AO Subgroup.

Step 3 – C-ID AO Subgroup

The C-ID AO Subgroup will review the request and provide a recommendation to the C-ID Advisory Committee. The C-ID AO Subgroup may recommend an action of approve, deny, or modify the request, which includes a recommendation of the modification desired. Their recommendation will be communicated to the C-ID Faculty Coordinator. The C-ID AO Subgroup's recommendation is then forwarded to the C-ID Advisory Committee for consideration.

Step 4 – C-ID Advisory Committee

The C-ID Advisory Committee's consideration of the request may happen via email, phone, or in-person meeting. Efforts will be made to ensure that the C-ID Advisory Committee's consideration of the finalized request is conducted within two weeks of the request. In most instances, the C-ID Advisory Committee's role will be to ensure that appropriate consultation has been conducted and that the change is clearly both "non-substantive" and "non-disruptive". If the request is denied or modified, the recommendation will be communicated to the FDRG. If the FDRG concurs with a proposed modification, the revised request will be forwarded to the C-ID Advisory Committee for consideration. The C-ID Advisory Committee makes the final determination regarding the request. Denied requests may only be reconsidered if indicated concerns are addressed and the process reinitiated.