

# Submitting Course Outlines for C-ID Designation

## A Guide for Articulation Officers

Questions? Email: [support@c-id.net](mailto:support@c-id.net)

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## **Introduction**

This guide has been created to assist California Community College (CCC) Articulation Officers (AOs) with the submission of course outlines of record (COR) for Course Identification Numbering System (C-ID) designation. It is an instructional resource for the procedures associated with the submission of CORs for review against C-ID course descriptors. The instructions contained in this guide are based on C-ID policies. Like articulation itself, this guide will be an ever-changing resource that will be modified and updated as technology and C-ID policies evolve.

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## Accessing the C-ID Website – Username and Password

- I. The first step in submitting courses to C-ID is to obtain your college’s username and password if you do not have this information already.
  - a. Email [support@c-id.net](mailto:support@c-id.net) or call (916) 445-4753 for your username and password.
- II. Articulation Officers should submit courses using their **college name as their username**. This procedure allows for a history of courses submitted by a particular college to be retained regardless of a change in Articulation Officer.
- III. With your username and password available, go to [www.c-id.net](http://www.c-id.net).
- IV. Click on the “LOG IN” hyperlink on the homepage.
- V. Login with your username and password (*see screenshot below*).

Once successfully logged in, you can access the submission page for your college by clicking on your username or clicking on the “Submit a course” button on the homepage.

## Course Submission Page

I. Once successfully logged in you can submit courses for review.

The screenshot shows the 'Submitted Courses' page. At the top, there is a navigation bar with links: C-ID, DESCRIPTORS, COURSE REVIEW, COURSES, TMC, RESOURCES, MODEL CURRICULUM, ARTICULATION OFFICERS, and ABOUT US. Below the navigation bar, there are two buttons: 'View Submitted Courses' and 'Submit New Course'. A red box highlights these buttons with the text 'Click to view submitted courses, or submit a new course'. To the right, there is a 'Submit New Course' button highlighted with a red box and the text 'Click to submit a course'. Below these buttons, there is a form with a 'Status' dropdown menu set to 'Conditional', 'Reset' and 'Filter' buttons, and a 'Show' dropdown set to '10' entries. A search bar is also present. Below the form is a table with the following columns: ID, Courses, Status, Expires, COR Effective Date, Creation Date, CoR(s), and Actions. The table contains one row with the following data: ID: AG 112, Courses: AG 157, Status: Conditional, Expires: 09/01/2017, COR Effective Date: 08/01/2014, Creation Date: 10/10/14, CoR(s): Download Outline, and Actions: Edit / Delete / Appeal. A red box highlights the 'Actions' column with the text 'Click to edit, delete, or appeal'.

## Course Outline of Record Dates and Timelines for Review

- I. Before submitting a course, you will need to enter the effective date of your Course Outline of Record (COR) on the course submission page (up to a year in advance), as well as the date your COR was approved at your institution. Please note that if you indicate a future effective date, an approved course will be visible on your course list but will not be available on the public “Courses” tab of the C-ID website until the effective date is reached.
- COR Effective Term: The date your college began using the COR (i.e., when faculty began teaching that version of the COR).
  - Approval Date: The date the Curriculum Committee or Board approved your COR, depending upon your local policy.

The screenshot shows the course submission form. There are two main fields highlighted with red boxes: 'COR Approval Date' and 'COR Effective Term'. The 'COR Approval Date' field has three dropdown menus for 'Month', 'Day', and 'Year'. The 'COR Effective Term' field has a dropdown menu for 'Term'. Below these fields, there is a checkbox labeled 'Yes, this is a Honor course'. Below the 'COR Approval Date' field, there is a text box with the following text: 'The date the curriculum committee or Board approved your course outline of record depending upon your local policy.' Below the 'COR Effective Term' field, there is a text box with the following text: 'The term your college began using the course outline of record. (i.e., when faculty were to begin teaching that version of the COR)'

- II. Course outlines over five years old will not be accepted.
- III. TCSU Identified Courses
  - a. C-ID is no longer accepting the submission of TCSU approved course numbers for automatic C-ID approval.
  - b. TCSU courses already in the system from 2008 expired on October 30, 2013.  
TCSU courses from 2009 and 2010 expired on October 30, 2014.
- IV. All course descriptors and TMCs are reviewed on a five-year cycle.
  - a. Please keep in mind the review cycle dates when you submit course outlines. The downloadable approved descriptor list (<http://c-id.net/descriptors/final>) includes descriptor approval dates.
- V. CORs do not expire but must be resubmitted if:
  - a. The descriptor was modified by the Faculty Discipline Review Group (FDRG) substantially enough to warrant resubmission and it was communicated that resubmission is necessary or
  - b. The COR was revised such that it warrants resubmission (as a result of a substantial local curricular change).
    - i. A substantial change is defined as changes to any of the following: course content; course objectives/SLOs; prerequisites(s); corequisite(s); a unit change to less than the descriptor unit minimum.
- VI. Other
  - a. Textbooks: It is expected that at least one of the textbooks on the course outline of record have a publication date within seven (7) years of the course outline approval date. There may be cases in which:
    - i. A more recent text is expected (e.g. a technology course) or
    - ii. The publication date is less relevant (e.g. classic primary sources in literature, philosophy or history).
    - iii. It is helpful to include a reference to the use of such exceptional materials with the C-ID course submission. (*Tip: Discipline faculty should provide their college Articulation Officer with a brief statement regarding the use of materials that do not conform to the seven-year rule prior to submission of the course for C-ID approval*)

- iv. The C-ID Advisory Committee determined that from Nov 1, 2012 forward, at least one (1) of the textbooks in the Course Outline must be from the last seven (7) years. If an FDRG determines that one or more textbooks need to be more recent, they will include that requirement on the descriptor (for descriptors developed or reviewed after Nov 1, 2012)
- v. Regarding course outlines currently being reviewed for C-ID approval, or any that were denied or given conditional approval because of a textbook date, this new rule applies: at least one textbook needs to be from the last 7 years.

### **Important – Prior to Submission of Courses**

- I. Check Course Appropriateness
  - a. **C-ID requires that a Course Outline of Record meet all requirements of the descriptor (100%). (While additional components may be appropriate and expected, it must be apparent how the components of the descriptor will be addressed with the required breadth and depth.)**
  - b. Course outlines submitted should address all areas of the descriptor.
  - c. A course outline may contain more than is required by a descriptor, but not less.
  - d. Consider submission intent (e.g. regular/ honor courses are two completely separate submissions; sequences require more than one COR be submitted in a single submission; submission may require more than one COR in a single submission to meet descriptor requirements as in quarter unit schools).
- II. **Courses submitted inappropriately against a descriptor will not be reviewed**
  - a. Lecture course for lab descriptor or vice versa
  - b. Inappropriate discipline.
  - c. Obviously incorrect descriptor (early history period course submitted against late history period descriptor.)
- III. **Remember - When your college submits a course for C-ID designation, you are agreeing to accept that C-ID course from another college in lieu of your native course (intra-segmental articulation).**

### **Areas of Review**

- I. Prerequisites and Corequisites

- a. The outline must have the same prerequisite or corequisite as is listed on the descriptor. Course outlines may contain a prerequisite or corequisite where there is none required by the descriptor. Prerequisites or corequisites *in addition* to or at a higher level than those required by a descriptor are also permitted. Descriptor advisories are strong recommendations only.

## II. Course Content

- a. The COR does not have to include the exact same number of content areas listed in the descriptor, or the exact language. However, holistically, the COR must address the content required by the descriptor. An element that is contained in one part of the descriptor may be inferred from another component of the COR. There is no expectation that any element of the COR will be consistent with the descriptor in a word-for-word manner.

## III. Course Objectives/Student Learning Outcomes (SLOs)

- a. The COR does not have to include the exact same number of objectives listed in the descriptor, or the exact language. However, holistically, the COR must address the requirements of the descriptor objectives. Although all C-ID descriptors are written using objectives, CORs may contain objectives, SLOs, or a combination of both. For the purposes of review, the SLOs will only be utilized as a benefit and not as an area for improvement or required addition. For example, if a COR from a college contains both objectives and SLOs, and does not have an objective from the descriptor in the objective area of the COR, but, the topic or theme is covered in the SLOs, then that topic/theme has been met as part of the holistic review. If, however, for that same COR, the topic or theme is in the COR objective area (or another area in such a way as it can be determined this requirement is met) but not covered on the SLOs, there will not be a request that it be added to the SLOs since the descriptor requirement was met elsewhere and C-ID descriptors do not contain SLO requirements.

## IV. Course Units

- a. The descriptor units are the minimum units required. The course outline may contain more units but not fewer units than as indicated on the descriptor.



V. Methods of Evaluation

- a. The methods of evaluation listed on a descriptor are examples unless otherwise indicated. Course outlines must indicate methods of evaluation that validate the course content. However, there may be methods of evaluation listed on the descriptor that are inherently necessary for the content of a particular course (e.g., essays for an English course).

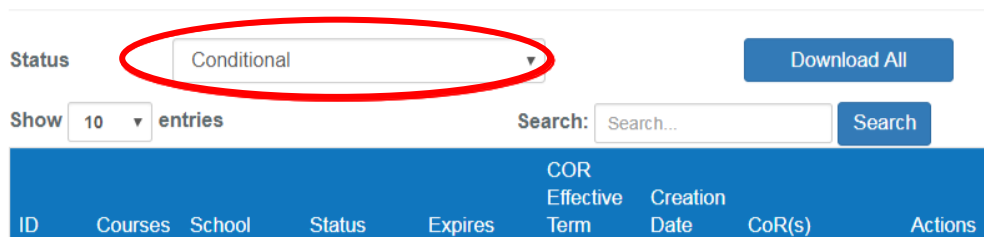
VI. Textbooks

- a. Textbooks listed on a descriptor are examples unless otherwise indicated. Course outlines submitted to C-ID must include material in this area as appropriate for the discipline and course.
- b. In keeping with established articulation policies, the expectation is that at least one of the textbooks will have a publication date within seven (7) years of the course outline approval date. There may be cases in which a more recent text is expected (e.g. a technology course), the publication date is less relevant (e.g. classic primary sources in literature, philosophy or history) or an exception exists relevant to the particulars of the discipline in question.

**Course Submission Page - Overview**

- I. From this page, you can submit courses or view previously submitted courses.
  - a. To submit a course, begin by clicking on “*Submit Courses.*”
  - b. To see a list of all of your courses in the C-ID system for your college, click on “*All*” in the status drop down menu.

- c. To see your college courses which were deemed conditionally approved or not approved, locate the status drop down menu and click on “*Conditional*” or “*Not Approved*”.



### First Step in the Course Submission Process – Select a Discipline & Descriptor

- I. Click on “Submit New Course” from the queue. Select a discipline, you will then be able to select the appropriate descriptor against which you are submitting a course from the drop down menu. You may need to get the approval of your discipline faculty to articulate with the approved C-ID descriptors. **When your college submits a course for C-ID designation, you are agreeing to accept that C-ID course from another college in lieu of your native course (intrasegmental articulation).**

*Tip:* You can download an Excel spreadsheet of all approved C-ID descriptors from the Final Descriptors page (<https://c-id.net/descriptors/final>).

Submit New Course  
View Submitted Courses

Submitted Courses  
Tech Center Community College

Status: All

Disciplines: All

Show 10 entries

Search: Search... Search

C-ID #	Course(s)	Status	Expires	COR Effective Term	Submission Date	CoR(s)	Actions
C-ID #	Course(s)	Status	Expires	COR Effective Term	Submission Date	CoR(s)	Actions

Submit New Course  
View Submitted Courses

## Submit New Course Fresno City College

[↑ Return To Course Screen](#)

<b>Discipline</b> <input type="text" value="Select a Discipline"/>	<b>Descriptor</b> <input type="text"/>
<b>Submitter</b> <b>Name</b> <input type="text" value="tester one"/>	

**1. select a discipline**  
**2. select a descriptor**

### Entering Course Information and Attaching Your Course Outline

<b>Submitter</b>	
<b>Name</b> <input type="text" value="tester one"/>	<b>Email Address</b> <input type="text" value="tester2@hotmail.com"/>
<b>Phone Number</b> <input type="text" value="+1 (916) 445-4753"/>	<b>Institution</b> <input type="text" value="Fresno City College"/>

<b>Course</b>	
<b>Course Title</b> <input type="text"/>	
<b>Course Prefix</b> <input type="text"/>	<b>Course Number</b> <input type="text"/>
<b>Unit Type</b> <b>Units</b> <input checked="" type="radio"/> Semester Units <input type="text"/> <input checked="" type="radio"/> Quarter Units	<b>Lab Component</b> <input checked="" type="checkbox"/> Yes, this course has a lab component <b>Honor Course</b> <input checked="" type="checkbox"/> Yes, this is a Honor course
<b>COR Approval Date</b> <input type="text" value="Month"/> <input type="text" value="Day"/> <input type="text" value="Year"/>	<b>COR Effective Term</b> <input type="text" value="Term"/>
<small>The date the curriculum committee or Board approved your course outline of record depending upon your local policy.</small>	<small>The term your college began using the course outline of record. (i.e., when faculty were to begin teaching that version of the COR)</small>

<b>COR File</b>
<b>File Type</b> <input checked="" type="radio"/> Upload File <input type="radio"/> Online Accessible Location (URL)

- I. Your name, phone number, & email address will automatically populate.
- II. Begin entering the information about your course outline.
- III. Indicate any changes to your textbooks not reflected on the course outline.
- IV. Provide prerequisite/corequisite details.

### **Attaching Course Outlines – Online Location/Upload Options**

- I. On the submission page – you will see two options for associating your course outline: Other online accessible location (URL), and uploaded (PDF or Word document).
- II. We provided both options so you may select the one that is the most efficient for you.
- III. It is important that these options are used correctly or the review of your course could be significantly delayed.

#### Online Accessible Location

- I. This option allows you to enter a website link which takes viewers directly to your course outline.
- II. Once you select the “*Online Accessible Location (URL)*”, a box will appear for you to enter the URL address. It is recommended that you copy and paste the address directly from the source and test it after you complete the submission to ensure it is working correctly. **The link must go to a publicly accessible site - not password protected.**

COR File

**File Type**

Upload File

Online Accessible Location (URL)

Select this option to enter a URL address

#### Uploaded

- I. You can directly upload a PDF or Word version of your course outline to the website.
- II. Once you click on “*Upload File*”, you will then click on the “*Choose File*” button to select your document from its stored location. Do not use zip files or alternative file formats.

**COR File**

**File Type**

Upload File

Online Accessible Location (URL)

Choose File No file chosen

Select this option to upload a PDF or Word document.

### Textbook Changes (Not Reflected on the Course Outline)

- I. You have the ability upon submission to indicate that newer textbooks are being used than are reflected on the submitted course outline. This information is displayed for the reviewers when they evaluate the appropriateness and age of your textbooks.
- II. If only one COR is needed to fulfill the requirements of the descriptor, simply click on “*Add and Finalize Submission*” and your course will enter the review process.

**Textbook Comments**

Enter any notable changes from the COR.

File Edit Insert View Format Table Tools

Formats B / [List Icons]


Enter textbook information not included on the outline (include title, author & year for each textbook currently being used that is not listed on the outline)

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Words: 0

Course Prerequisite / Co-Requisite

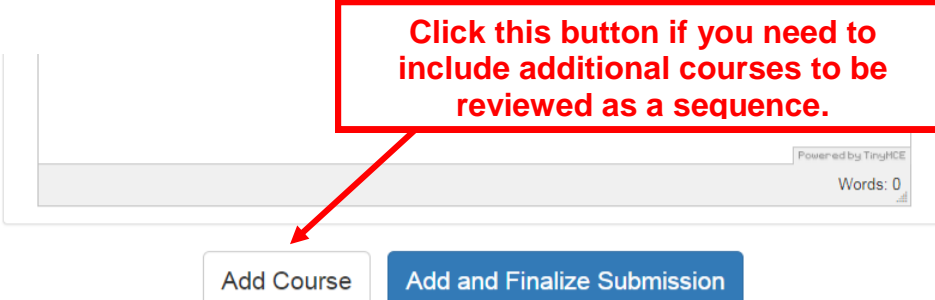
If the COR does not clearly indicate the title of the prerequisite or corequisite please include the title with the course prefix and number above. If a prerequisite required by the C-ID descriptor is not clearly identified on the COR but is in place, please provide an explanation. If you are submitting more than one course to meet the requirements of a descriptor, and the order in which the courses are taken may influence meeting prerequisite or co-requisite descriptor requirements, please indicate the order in which the courses must be taken.



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Words: 0

### Adding Additional Courses

- I. Click the “Add Course” button. This will take you to a page where you can enter your additional courses as part of the same submission process. You may need to include additional courses in order to meet the content and/or unit requirements of the descriptor. For example:
  - a. Sequence courses require the submission of more than one COR to meet the requirements of the descriptor.
  - b. Quarter schools may need to submit more than one COR to meet the requirements of the semester based descriptor.



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Words: 0

Add Course Add and Finalize Submission

## Adding Additional Courses: Entering Course Information and Attaching Your Course Outline

**Submit New Course** West Valley College [↑ Return To Course Screen](#)

**Success!** Your course was saved. You are now submitting a new course populated with the previous input data.

Your Previous Course Entry Will Appear Here

ID	Courses	School	Status	Submitted	Effective	CoR(s)	Actions
ACCT 110	TEST 123	West Valley College	Draft	01/01/1970	08/11/2010	<a href="#">View Outline</a>	<a href="#">Submit</a>

Course	School	Submitted	Actions
TEST-123 TEST	-	12/07/2017	<a href="#">Submit</a>

**Discipline**

Accounting (2) ▼

**Descriptor**

ACCT 110: Financial Accounting ▼

**Submitter**

<b>Name</b>	<b>Email Address</b>
tester one	tester2@hotmail.com
<b>Phone Number</b>	<b>District</b>
+1 (916) 445-4753	None ▼
<b>Institution</b>	

- I. The previous submission you entered for this descriptor will appear at the top of the screen and you can now enter additional courses, following the same steps. On your last entry, simply click “*Add and Finalize Submission*”. The courses entered in this session will link together in the C-ID system. Reviewers evaluate **CORs submitted together against a single descriptor with the understanding that both courses must be taken in order to achieve the C-ID designation.**
- II. As with a single course submission, once you click on “*Add and Finalize Submission*”, the course(s) is then forwarded to the appropriate discipline primary reviewer, who assigns the course to regular faculty reviewers. The goal is to have reviews completed within 30 days. You will receive an email when a decision is made regarding your course.
- III. You can also check the status of your course submissions when you log into the C-ID website.
  - a. Please note that review time can be influenced by the availability of CCC and CSU reviewers.

## Viewing Courses

- I. In addition to submitting courses, you can view all previously submitted courses or just those courses which were deemed conditionally approved or not approved.
  - a. To check the status of all previously submitted courses, click on “*View Submitted Courses.*”
  - b. To filter courses by status, click on “*Status*” drop down menu.

The screenshot shows the 'Submitted Courses' page for Tech Center Community College. The page includes a navigation bar with links like 'C-ID', 'DESCRIPTORS', 'COURSE REVIEW', 'COURSES', 'TMC', 'RESOURCES', 'MODEL CURRICULUM', 'UCTP', and 'ARTICULATION OFF'. A user profile dropdown is visible in the top right. The main content area has a 'Submitted Courses' heading and a 'Tech Center Community College' sub-heading. There are two buttons: 'Submit New Course' and 'View Submitted Courses'. A red box with an arrow points to the 'View Submitted Courses' link, with the text 'Click to view previously submitted courses'. Below this, there are two dropdown menus for 'Status:' and 'Disciplines:', both currently set to 'All'. A red box with an arrow points to the 'Status:' dropdown, with the text 'Click here to filter courses by status or discipline'. To the right of these filters are buttons for 'Download All' and 'Search'. Below the filters, there is a 'Show 10 entries' and a search box. At the bottom, there is a table with columns: C-ID #, Course(s), Status, Expires, COR Effective Term, Submission Date, CoR(s), and Actions. The table header is highlighted in blue.

## Obtaining a Complete List of All Courses Submitted By Your Institution

- I. From your “*View Submitted Courses*” page, you can access a complete list of all courses your institution submitted to C-ID and the status of each in the review process.
- II. Click on the “*Download All*” button to download your course list to an Excel document.
  - a. It is helpful to download a list of all courses your institution submitted to C-ID that can be filtered or organized as you see fit. This list will include the current status of your course and any applicable expiration dates.



LOG OUT tester2@hotmail.com Contact us

DESCRIPTORS COURSE REVIEW COURSES TMC RESOURCES MODEL CURRICULUM UCTP ARTICULATION OFF

Submit New Course  
View Submitted Courses  
Change Mode

Submit New Course  
View Submitted Courses

## Submitted Courses West Valley College

Submit New Course

**Your downloadable course list is found here.**

Status: All

Show 10 entries Search: Search... Search

ID	Courses	School	Status	Expires	COR Effective Term	Submission Date	CoR(s)	Actions
GEOG	TEST	West	Submitted		Spring	12/07/17	<a href="#">View Outline</a>	<a href="#">Edit /</a>

### Potential Course Status

- I. Submitted
  - a. Your course was successfully submitted and is awaiting reviewer assignment.
- II. In Progress
  - a. Your course is currently being reviewed.
- III. Approved
  - a. Your course was approved and received C-ID designation.
- IV. Conditional
  - a. Your submitted course is conditionally approved for the requested C-ID designation. The submitted course aligned with some, but not all, areas of the C-ID descriptor. The course was close to receiving the requested designation, but is missing important elements. You have up to 18 months to update/resubmit your course based on the feedback provided. The date listed in the “Expires” column (either September 1, or February 1) next to a conditionally approved course indicates the date by which you must complete the resubmission process.
- V. Not Approved
  - a. The submitted course did not receive the requested C-ID designation. It was found to have significant and fundamental variations from the C-ID descriptor. The course must be submitted as a new course with requested modifications.
- VI. Not Approved COR

- a. The course was inappropriately submitted against the descriptor (i.e. lab course for lecture descriptor; early history course for late history descriptor; COR has absolutely no relevance to descriptor such as music course submitted against geography descriptor).
- VII. Resubmitted
- a. You made changes requested by the reviewers after a conditional or not approved designation and resubmitted the course outline.
  - b. Please note: The ONLY changes included on a resubmission are those requested by the reviewers.
- VIII. Re-Submit:IP
- a. The resubmitted course is currently under review.
- IX. Effective Dates
- a. Regardless of status, the “*Effective Date*” is the date your college began using the COR (i.e., when faculty began teaching that version of the COR). This date can be edited. See page 24).

#### C-ID Course Status and the CCC Chancellor’s Office

All Status Types	Status Definition	CCCCO Action
<b>Approved</b>	<b>Course issued a C-ID number.</b>	<b>Approved/ Final</b>
<b>Conditional Approval</b>	<b>Course was conditionally approved for C-ID designation. The COR aligned with most areas of the C-ID descriptor, but not all. College has up to 18 months to correct and resubmit the COR.</b>	<b>Pending – accept the status as pending.</b>
<b>Expired</b>	<b>Course no longer has a valid C-ID designation.</b>	<b>Not Approved – do not accept.</b>
<b>In Progress</b>	<b>Course review in progress.</b>	<b>Pending – accept the status as pending.</b>
<b>Not Approved</b>	<b>Course had significant and fundamental variations from the C-ID descriptor.</b>	<b>Not approved – do not accept.</b>

<b>Not Approved COR</b>	<b>Course submitted inappropriately. COR will not enter review process.</b>	<b>Not Approved – do not accept.</b>
<b>Re-Submit: IP</b>	<b>Course resubmitted with requested changes and the review is in progress.</b>	<b>Pending – accept the status as pending.</b>
<b>Re-Submitted</b>	<b>Course resubmitted with requested changes and awaiting reviewer assignment.</b>	<b>Pending – accept the status as pending.</b>
<b>Submitted</b>	<b>Course entered into the system and awaiting reviewer assignment.</b>	<b>Pending – accept the status as pending.</b>

### Locating and Viewing Review Determinations Related to Courses Deemed Conditionally Approved or Not Approved

- I. Review determinations are accessible at any time through the “*Edit*” link next to the course in question (first screen shot below). To see additional details regarding the review determination, simply click on “*View / Edit & Re-submit*” beneath the summary (second screen shot below), scroll down the edit page to view the “Primary Reviewer Comments” section for determination details (third screen shot below).

Status	Expires	COR Effective Term	Creation Date	CoR(s)	Actions
In Progress		Fall 2016	08/25/17	<a href="#">Download Outline</a>	Edit / Delete
Conditional	09/01/2018	Spring 2011	06/16/17	<a href="#">Download Outline</a>	Edit / Delete / Appeal
Conditional	02/01/2019	Spring 2011	06/16/17	<a href="#">Download Outline</a>	Edit / Delete / Appeal

Status: Conditional

Descriptor	
C-ID Course:	ANTH 130 Suffix:
C-ID Title:	Introduction to Linguistic Anthropology

**Review Determination**

Please include language socialization to course content and add the following to the course's objectives/SLOs: analysis of cross-cultural non-verbal communication, the biocultural origins of language, the ways in which beliefs about languages and speakers have social consequences, and the consequences of language change (such as loss).

Courses in this Articulation			Add New Course To Articulation
Course	Submitted	Actions	
ANTH-105 Language and Culture	06/16/2017	View / Edit & Re-Submit	Delete

Primary Reviewer Comments
<p>The Course Description is no longer part of the C-ID review process. Comments are provided here for reference only.</p> <p>Course Description meets requirements? Answer: <b>No</b> Comment:</p> <p>Does course Content meets requirements? Answer: <b>No</b> Comment: The content matches ARTS 210 well, but should explicitly address areas 11, "Critical evaluation and critique of class projects using relevant terminology in oral or written formats."</p> <p>Course Objectives/Student Learning Outcomes meet requirements? Answer: <b>No</b> Comment: The Course Objectives must include area 1 "Create observational drawings from the live figure model in a wide range of drawing media that demonstrate successful development, application, and understanding of" and six of the bullet points "-Anatomy and structure of the human body, -Proportion, sighting, measurement, and foreshortening, -Gestural drawing and massing of form, -Use of line and value in describing the human figure, and -Structural and planar analysis of the figure." The final bullet point is covered. Area 2 "Develop expressive content through manipulation of line, form, value, composition posture, and anatomical proportions" should also be addressed.</p> <p>Final Determination: Comment: This course matches ARTS 210 well, but the content should explicitly address areas 11, "Critical evaluation and critique of class projects using relevant terminology in oral or written formats." In the objectives area 1 "Create observational drawings from the live figure model in a wide range of drawing media that demonstrate successful development, application, and understanding of" and six of the bullet points "-Anatomy and structure of the human body, -Proportion, sighting, measurement, and foreshortening, -Gestural drawing and massing of form, -Use of line and value in describing the human figure, and -Structural and planar analysis of the figure" must be addressed. The final bullet point is covered. Area 2 "Develop expressive content through manipulation of line, form, value, composition posture, and anatomical proportions" should also be addressed.</p>

### Resubmitting Courses Deemed Conditionally Approved or Not Approved - Step One

- I. Click on "Edit" next to the course you wish to resubmit from "Submitted Courses" screen (see slide above)
- II. Click on "Edit" (see slide below)

Status	Expires	COR Effective Term	Creation Date	CoR(s)	Actions
In Progress		Fall 2016	08/25/17	<a href="#">Download Outline</a>	<a href="#">Edit / Delete</a>
Conditional	09/01/2018	Spring 2011	06/16/17	<a href="#">Download Outline</a>	<a href="#">Edit / Delete / Appeal</a>
Conditional	02/01/2019	Spring 2011	06/16/17	<a href="#">Download Outline</a>	<a href="#">Edit / Delete / Appeal</a>

Courses in this Articulation [Add New Course To Articulation](#)

Course	Submitted	Actions
ART-122 Life Drawing 1	01/04/2018	<a href="#">Edit / Delete</a>

Re-Submit Articulation

### Resubmitting Courses - Step Two

- I. Edit course information to reflect changes (see page 5 regarding the Effective Date and COR Date).
- II. If you need to address textbook issues, enter textbook information in the “*textbook comments*” box.
- III. In order to attach a revised outline, click on the appropriate method (online or upload).
- IV. Enter a summary of revisions made in response to the review determination in the bottom comment box (e.g. the changes requested were completed).
- V. Click “*Re-Submit Articulation*” to return the course to the review process.
  - a. A course which requires resubmission a second time is still granted up to 18 months within which to revise the course.

Answer: **NO**

Comment:

Does course Content meets requirements?

Answer: **No**

Comment: This course generally consistent with the C-ID descriptor, however language socialization is not included (TMC Course Content Item #7).

Course Objectives/Student Learning Outcomes meet requirements?

Answer: **No**

Comment: This course is generally consistent with the C-ID descriptor, however a few key areas are absent or are not explicitly developed - these areas are: cross-cultural analysis of non-verbal communication (TMC Objective #4), the biocultural origins of language (TMC Objective #5), the ways in which beliefs about languages and speakers have social consequences (TMC Objective #6), and the consequences of language change/loss (TMC Objective #7).

Final Determination:

Comment: Please include language socialization to course content and add the following to the course's objectives/SLOs: analysis of cross-cultural non-verbal communication, the biocultural origins of language, the ways in which beliefs about languages and speakers have social consequences, and the consequences of language change (such as loss).

#### Respond to Final Determination

Enter a summary of the revisions made

Cancel

Re-Submit Course

### Textbook Only Resubmissions

- I. If you have a course conditionally approved due to a textbook issue **ONLY** prior to the change in textbook policy (7 years instead of 5 years), you may indicate that you now meet the new textbook age requirements in the comment box.
  - a. If you resubmit a course outline of record for a conditional approval which requested updated textbooks **ONLY**, you should **NOT** submit a new COR unless the only changes to the COR are the textbook changes requested. In other words, if you determine the textbooks being used are up to date, and you note your outline was updated in other areas since the original submission to C-ID, do not submit the new outline. Your best course of action is to delete the course in question and submit the new course outline for C-ID designation. If, however, you have a course outline of record which indicates only the changed textbooks, you may submit it. You can, however, simply enter the updated textbook

information. If you are uncertain of how to proceed, please contact C-ID staff ([support@c-id.net](mailto:support@c-id.net)).

- II. If your COR received a conditional approval due to the age of the textbooks under the new policy, this was the ONLY issue, and in practice you are using newer textbooks not reflected on the Course Outline of Record, you will enter textbook information in the comment box as indicated.
- a. In these two textbook ONLY situations, you do not have to upload a new COR. Resubmission of a course without a COR is only allowed when a conditional approval is received which requires updates to the textbooks only and your college is using newer textbooks than are reflected on your COR.

### Textbook Information Required

#### Textbook Comments

Enter any notable changes from the COR.

File Edit Insert View Format Table Tools

← → Formats **B** *I* [List Icons] [Link Icon] [Image Icon] [Media Icon]

**Required Textbook Information**

- **Title**
- **Author**
- **Year**

Powered by TinyMCE

Words: 0

## Appealing C-ID Determinations

### C-ID COR Determination Appeal Process

*Adopted as final at April 15, 2014 C-ID Advisory Committee Meeting*

1. If the Articulation Officer (AO) or a faculty member disagrees with a *Conditional* or *Not Approved* review determination, then the AO contacts C-ID staff requesting an appeal.

A. C-ID staff requests the AO to provide detailed information about why he/she disagrees with the determination.

2. Staff compiles an appeal package containing: (1) a copy of the course outline of record (COR) evaluation form with all comments (i.e., the comments of all three faculty reviewers), (2) a copy of the COR(s), (3) a copy of the descriptor in question and (4) the information provided by the AO. Staff reviews documents to ensure completeness prior to sending to the primary reviewer (PR).

3. C-ID staff forwards the package to the PR to assess concerns and re-evaluate the COR in light of the new information.

4. The PR provides further clarification and support regarding the appropriateness of the review determination to staff or indicates that the review should be returned to the initial reviewer(s) or the PR's queue for action. If the PR's revised determination is inconsistent with the determination made by either of the reviewers, the course will be returned to the reviewer(s) for reconsideration or those reviewers will be consulted prior to a change in the determination. **In other words, if the revised determination would over-turn the determination made by either of the initial reviewers, he or she must agree to the new determination before it is made.** If the original review determination is upheld after review by the PR or either of the reviewers, staff forwards the review outcome to the AO and indicates what modifications are required before a C-ID designation can be awarded.

### Editing Institution Course Designation, Number, Title, Units and/or Effective Date

- I. Articulation Officers have the ability to edit certain information on a course previously submitted to C-ID.
  - a. The institution course designation and number can be changed (i.e. SPE 10 can be changed to COM 12).
  - b. The title of your course can be edited.
  - c. The number of units can be INCREASED only.
  - d. The effective date for the course can be changed.
- II. Locate the course needing a change.
- III. Click on "Edit/Delete".
- IV. Click on "View/Edit".



- V. Make your changes and click on the “Save Course” box.

**Course**

**Course Title**  
Introduction to Plant Science

**Course Designation**  
AG

**Unit Type**      **Units**  
 Semester      3.0  
Units  
 Quarter  
Units

**COR Approval Date**  
12 - 15 - 2015

The date the curriculum committee or Board approved your course outline of record depending upon your local policy.

**Course Number**  
161

**Lab Component**  
 Yes, this course has a lab component

**Honor Course**  
 Yes, this is a Honor course

**COR Effective Term**  
Fall 2016

The term your college began using the course outline of record. (i.e., when faculty were to begin teaching that version of the COR)

**COR File**

[Download Outline](#) d709493153bff2a339f3d8ae92faf005.pdf

[Change](#)

## C-ID Approved Courses

- I. A list of approved courses for all colleges is available on the public side of the C-ID website at <https://c-id.net/courses> (see “Courses” tab on the website).
- II. C-ID designations will appear in ASSIST beginning spring 2013.

The screenshot shows the C-ID website interface. At the top is a dark blue navigation bar with the C-ID logo and tabs for DESCRIPTORS, COURSE REVIEW, COURSES (which is highlighted), TMC, RESOURCES, and MODEL. Below the navigation bar is the main content area with the heading "C-ID Courses". A paragraph explains that CCC courses on the list have been approved with this C-ID designation and will articulate with any other CCC course with the same Education (GE) designation. It also mentions that these courses may be used as justification for GE certification and will articulate to four-year universities that have approved articulation agreements. Below this text is a section titled "Disciplines" with a dropdown menu set to "Accounting (224)" and a "Show" button. Below that is a link to "Download all approved courses." followed by a section titled "Colleges" with a dropdown menu set to "All Colleges" and a "Show" button. At the bottom, there is a section titled "CSU Courses" with a partial paragraph starting "These are courses identified by CSU campuses as comparable to C-ID descrip..."

## CSU Articulation and C-ID Descriptors

- I. Courses identified by CSU campuses as comparable to C-ID descriptors are found on the “*Courses*” tab of the C-ID website (<https://www.c-id.net/courses>). The CSU courses listed will articulate with approved CCC courses with the designation. However, comparable identification does not imply CSU-to-CSU articulation, nor does it imply reverse articulation of CSU-to-CCC courses.
  - a. Please note that you do not have to log in as an Articulation Officer. This area is accessible to the public.

### CSU Courses

These are courses identified by CSU campuses as comparable to C-ID descriptors. The Community College courses with that C-ID designation. Comparable identification does not imply articulation of CSU-to-CCC courses.

Using the lists below, you can search for courses by discipline or community college. [Go to About C-ID](#)

### Disciplines

Accounting (18) ▼

Show

### Universities

All Universities ▼

Show

C-ID

[Terms of Use](#)

## Approved Descriptor List

- I. A downloadable list of all approved C-ID descriptors is on the C-ID website (no log in required) under the “*Descriptors*” tab – “*Final Descriptors*” (<https://www.c-id.net/descriptors/final>)
  - a. Articulation Officers may find it helpful to download a complete list of all approved C-ID descriptors into an Excel document. No password is needed to access this list as it is part of the public view for C-ID.
- II. From the *Final Descriptors* page, simply click on the “*click here*” link.

## Final Descriptors

The C-ID Descriptor Documents below have been posted for general use after a statewide review by the dis California's public post-secondary institutions. The descriptors are offered to encourage wider articulation ar offerings and thereby increase the variety—and ensure the rigor—of our many Community College courses.

Remember that the content, objectives, and pre and co-requisites of all C-ID descriptors reflect the minimum Outline of Record (COR). While the COR must meet all of these standards as included in the C-ID descripto descriptor and include additional content or higher requirements. Likewise, the specific course title on the C- be approved as meeting the descriptor if they have different but relevant titles. In addition, although colleges by a descriptor, unit restrictions based on SB 1440 will still apply if the course is included in a TMC-aligned c

Please [click here](#) to download a complete list of approved C-ID Descriptors (you may open in Excel).

### Select a Finalized Discipline:

Select One

[Here to Review?](#)

[Need to Register?](#)

**Download  
approved  
descriptors list**

C-ID

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### Tips:

- If a course outline becomes corrupted, or a link is no longer available, C-ID staff will contact you to obtain a replacement. Your course will not move through the C-ID review process until a copy of the course outline is provided.
- Articulation Officers have their own area on the C-ID website. Just click on the “*Articulation Officers*” tab of the C-ID public website. Here you will find links to monthly updates and information.
- Administrators can access a list of their college’s C-ID submitted courses and the current review status with “admin\_view” permission. This is a view only function with no submission or edit capability. Articulation Officers are the gatekeepers for the administrator view login information and can distribute as they determine appropriate.

### Contact Information:

- C-ID staff are available to assist you with any questions you may have.
  - Email: [support@c-id.net](mailto:support@c-id.net)
  - Phone: (916) 445-4753 Ext.108

**Thank you for submitting your courses for C-ID designations!**

## Recent Revisions

<b>Date</b>	<b>Change</b>
4/19/13	<b>Added Introduction (p. 2)</b> <b>Removed references to submitting courses via TCSU (throughout)</b> <b>Added Status chart re: CCCCCO action (p. 22)</b> <b>Updated screenshots to reflect technology improvements (throughout)</b>
12/16/14	<b>Addition of language (in bold and parenthesis) to I.A. (p.7)</b>
3/19/15	<b>Included official “C-ID Appeal Process” language (p. 28)</b>
2/14/18	<b>Updated screenshots to reflect technology improvements (throughout)</b> <b>Updated website links throughout</b> <b>Updated Table of Contents to reflect current page numbers</b> <b>Updated language to state “locate the status drop down menu and click on “Conditional” or “Not Approved”</b> <b>Update language in section III b. to “Expired on”</b> <b>Added note to validation section. (p. 12)</b> <b>Removed “Submitting a Course Where Articulation Already Exists” section. (p. 16)</b> <b>Removed technology updates: Coming soon (p. 31)</b> <b>Removed listserv sign up link from Tips section (p. 31)</b>
8/22/18	<b>Updated Table of Contents (p.3)</b> <b>Additional language regarding login process to V. (p. 4)</b>

**Addition of language to Course Outline of Record Dates and Timelines for Review section (p. 5)**

**Replaced language in IV. and V. (p. 6)**

**Additional step added to “Entering Course Information and Attaching Your Course Outline” (p.12)**

**Added updated language in “Uploaded” II. and in “Textbook Changes (Not Reflected on the Course Outline)” I. (p.13)**

**Added language to “Entering Course Information and Attaching Your Course Outline” section title (p.15)**

**Updated language to “Adding Additional Courses: Entering Course Information and Attaching Your Course Outline” section (p.16)**

**Addition of language to “Locating and Viewing Review Determinations Related to Courses Deemed Conditionally Approved or Not Approved” section (p.20)**

**Updated language to “Resubmitting Courses Deemed Conditionally Approved or Not Approved - Step One” section (p.21)**

**Updated language to “Resubmitting Courses - Step Two” section (p.22)**

**Deleted irrelevant screenshot related instruction II. (p.24)**

**Updated language to IV. “Editing Institution Course Designation, Number, Title, Units and/or Effective Date” section (p. 25)**

**Corrected typos in “Tips” section (p. 28)**

**Added telephone extension number to “Contact Information” section (p.28)**

**Updated screenshots to reflect technology improvements (throughout)**

**Updated document formatting (throughout)**