Subject: Clarifications from C-ID Advisory Committee
Nov 14, 2012 (Textbook dates and review cycle)

Because there have been inquiries from AOs regarding C-ID submissions, at the recent C-ID Advisory Committee, the members requested that we provide the following clarification, which will be distributed to course evaluators and articulation officers:

1. **Textbook dates on Course Outlines:**
In keeping with established articulation policies, it is expected that at least one of the textbooks will have a publication date within **seven (7)** years of the course outline approval date. (Often, all of them will be more current). There may be cases in which
a) a more recent text is expected (e.g. a technology course) or   b) the publication date is less relevant (e.g. classic primary sources in literature, philosophy or history). 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).*

In anticipation of inquiries, stated differently: The C-ID Advisory Committee has 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).

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.

We are currently modifying the technology to implement this policy and will notify AOs once the change is in place.

 2. **Review Cycle:** The C-ID Advisory Committee has clarified that while all course descriptors and TMCs will be reviewed on a five-year cycle, that does not necessitate the automatic re-submission of course outlines for C-ID articulation. However, course outlines should be re-submitted if:

a) the descriptor has been modified substantially* enough to warrant re-submission (as a result of state level change or request**) or

b) the local course outline has been revised such that it warrants re-submission (as a result of a substantial local curricular change).

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*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.
** C-ID will notify AOs if any changes occur and they will have appropriate time to revise course outlines