**The members of the Tech Review subcommittee of the Curriculum Committee formally request that the first Chairs and Coordinators meeting of every semester have the curriculum chair's report as a standard agenda item.**

## I. MOM – Modification of Major

The **MOM form** can be used to modify or change any major by either allowing for a *waiver* or *substitution*. Normally, students would initiate the MOM with the department chair of their major, but chairs can initiate it themselves, along with Counselors and Evaluators.

### ADT Course Substitution (Associate Degrees for Transfer, AA-T or AS-T)

1. You might know these as TMC's (Transfer Model Curricula) or SB1440 degrees.
2. Anyone not know what these are? https://www.c-id.net/tmc (unofficial, but has notes)
   a. CCC Chancellor's Office degree templates (OFFICIAL)
   b. C-ID listservs! Please email support@c-id.net to be added to your discipline's listserv.
3. We officially have 21 ADT's on the books, soon to become 26.

A course substitution takes the place of a required course in the TMC, provided that it does not compromise the integrity of the course and/or program. Please contact the Articulation Officer, Dee Aceves, if you have any questions regarding course substitution for an ADT: mariadenise.aceves@gcccd.edu.

1. Course substitutions can ONLY come from the courses meeting the requirements specified on the template for that ADT.
2. No course waivers will be considered.

### Blanket Modification of Majors

These may be used to identify courses accepted as substitutions for all students. For example, if your department has a course offered as a 299 that is also in the major, then a blanket MOM can be used so that the 299 in question can be substituted for the regular course number. The name of that specific 299 has to be recorded on the MOM so that some other 299 is not accidentally used to fulfill a major requirement. Blanket MOM's are kept on file in the Evaluations office. Helicopter moms can be found hovering outside your office door.

### MOM's can NOT

1. change General Education requirements
2. substitute a course that was taken at a non-accredited institution
3. substitute a course already used to meet requirements in the major (No double dipping of a course)
4. wait for school to start … Oh, wait. Wrong type of mom.

## II. Course Outlines

The COR plays a particularly important role in the California community colleges because it clearly lays out the expected content and objectives for a course for use by any faculty member who teaches the course. Course outlines provide a type of quality control, since community college courses are commonly taught by several, and sometimes dozens of, full- and part-time faculty members. In order to ensure that core components are covered in all sections of a course, the integrity of the instruction relies on the COR to specify those elements that will be covered by all faculty members who teach the course.

1. Five year review cycle! **For outlines AND for prereqs/coreqs**.
2. COR's at least six years old.
3. Complete list of course outline approval dates.

## III. AB705