**Pilot Technical Resubmission & Rereview Protocol**

May 13, 2020

Every year, thousands of California Community College (CCC) course outlines of record (CORs) are reviewed by the CSU Chancellor’s Office (CSUCO) and the University of California Office of the President (UCOP) to determine their eligibility for lower-division GE credit. The vast majority of the CORs entered on ASSIST are approved. A small percentage are denied because the COR did not appear to meet the established CSU GE Breadth and/or IGETC criteria.

In response to a request from our CCC colleagues, and based on the deliberations of GEAC (General Education Advisory Committee), this document outlines a pilot resubmission process to be implemented during the 2019-2020 GE review cycle. Because the CSUCO views this as a pilot endeavor, we will seek formative and summative feedback at the conclusion in order to determine if and how to institutionalize these modifications. What follows is a description of the criteria, the process and the timeline for resubmission.

**Resubmission Criteria for Technical Appeal**

If a COR was denied for any of the following reasons, then resubmission during the same cycle is now permitted:

* Missing or out-of-date textbook (at least one textbook must be published within seven years of the submission date)
* Missing lab manual for laboratory science courses
* Not identifying a textbook as “discipline classic” or "classic text"
* Contradictory feedback, e.g. denial of COR with positive comments
* If approved for IGETC, but not for corresponding CSU GE Breadth area, resubmission is allowed *provided* that the COR was actually submitted for both reviews.

The following circumstances are not eligible for resubmission, as they may require an analysis of disciplinary content by multiple reviewers. The resubmission process is confined to the former.

* Courses not originally submitted during the current GE review cycle
* Courses submitted after the December deadline for the current GE review cycle
* Courses denied due to not meeting CSU GE Breadth and/or IGETC criteria
* Submission of wrong CSU GE Breadth and/or IGETC area
* Submitted for CSU GE Breadth but forgot to submit for IGETC in same area or vice versa

The following issue will be handled on a case by case basis:

* Incorrect "Lecture Hours Per Term" or "Lab Hours Per Term” on COR. These will be assessed individually to ensure that they fall within the category of a "technical appeal." If a COR is submitted and the campus experienced a technical "glitch" in reporting term hours, then the COR can be re-reviewed in consultation with the UCOP.

**Timeline for Resubmission & Notification**

* Resubmissions will be accepted between June 1 and June 10.
* Notification of outcome will occur by July 1. This is a desired goal. At this point, not knowing how many CORs will be resubmitted, we cannot commit to that deadline.

**Process**

Resubmissions will be accepted for a 10-day window in ASSIST between **June 1 and June 10**. Only those CORs that were submitted and denied during the current review cycle will be accepted for a technical appeal.

Because ASSIST is not currently configured to accept resubmissions, the CO will manage the process manually. Therefore, resubmissions will require a two-step process:

* 1. Prepare to resubmit revised COR through ASSIST in the correct academic year
     1. For example, courses for fall 2020 must be entered in the 2020-2021 academic year.
     2. Add reason for technical appeal in proposal “Comments”
     3. Submit updated COR as appropriate
  2. Notify CSUCO of the request for technical appeal via e-mail
     1. Quajuana Chapman, who manages the GE review process, can be reached at: [qchapman@calstate.edu](mailto:qchapman@calstate.edu)
     2. E-mail subject *example*: Golden View College\_ENGL 100\_Technical Appeal Submitted

**Potential impact**

On average, 85% of submitted CORs are approved. Last year, approximately 60 were denied for missing or out-of-date textbooks or lab manuals. These would have likely been corrected and approved during the resubmission process, representing 2-3% of the total submissions.

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