Policy on Two-Year Review of CTE Requisites

Title 5 § 55003 (b) (4) Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation states that "prerequisites and corequisites for vocational courses or programs shall be reviewed every two years."

In order to document that the appropriate review is occurring, the following process will be followed:

1. CTE faculty will review prerequisites, corequisites and advisories of all courses within their discipline every two years.
2. After their review, they will submit the list of courses reviewed to their Department Chair for inclusion on a department meeting agenda.
3. At the department meeting, Faculty will inform their department that the review has taken place and if they found any courses where the requisites need to be revised.
4. After the department meeting, the department's meeting agenda will be forwarded to the Curriculum Technician and Faculty Co-Chair of the Curriculum Committee.
5. Courses found to have appropriate prerequisites will be placed on a Curriculum Committee agenda noting that the review has taken place.
6. Any courses found in need of revision to its requisites will need to go through the regular course revision process and be approved by the curriculum committee.
7. The two-year review of requisites will be tracked on the Active Course List which is distributed several times per year to the faculty, Deans, and Curriculum Committee.