

MISSION: IMPOSSIBLE

PRIORITY

Dear Oxnard College Faculty,

We need your help updating all Oxnard College courses in CIM.

From the following choose the type of update you intend to do for each of your department's courses.

1. Basic Course Update: Complete review of the fields listed below and update as necessary.
2. Course Revision: Use this opportunity to make changes in addition to completing the basic update. This may include changes to Course Title, Number, MQs, SLOs, Requisites, etc.

Basic Update fields:

- | | |
|-------------------------------|------------------------------------|
| 1. Revision Type | 11. Requisite Justification* |
| 2. Needs Statement | 12. Course Content* |
| 3. Course Title | 13. Methods of Evaluation |
| 4. Start Term | 14. Instructional Methodology |
| 5. CB 25 & 26 | 15. Critical Thinking Assignments |
| 6. Course in a Family | 16. Skills Demonstration |
| 7. Hours | Assignments* |
| 8. Units | 17. Outside Assignments |
| 9. Limitations on Enrollment* | 18. Primary Minimum Qualification* |
| 10. Entrance Skills* | 19. Distance Education Addendum* |

*Only update if needs correction or information is missing and applicable.

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Timelines

Please select a Mission date from the following timelines.

Mission #1:

Start Workflow - March 4th

First Reading - March 11th

Mission #2:

Start Workflow - March 18th

First Reading - March 25th

Mission #3:

Start Workflow - April 15th

First Reading - April 22nd

Mission #4:

Start Workflow - September 2nd

First Reading - September 9th



Videos

Briefing Video: <https://youtu.be/hCLGu7Bj4ok>

Phase 2 Video: <https://youtu.be/X4BJ8wakhDY>

CIM Overview Video: <https://youtu.be/e7jv-5EYCdQ>

Deactivation Video: https://youtu.be/CTmF6F_am4U



Hello Special Agents,

We need your help updating all Oxnard College courses in CIM. Please watch this 1-minute video for briefing on [Mission CIMpossible](#).

Once you have watched the video follow these steps to get started:

1. Distribute these important documents to other agents to assist as needed.
2. Choose the first course you want to update.
 - a. Open the old CurricUNET COR ([located here](#))
 - b. Find the course in CIM (use [CIM Overview Video](#) for instructions)
 - c. Watch the [Phase 2 video](#) for step by step instructions
 - i. See split screen example under Tips & Tricks for efficiency.
 - ii. If you need more details on a field, you can [refer to Shannon's instructions](#)
3. Once you have completed your first course, email Paris Trujillo to review before continuing.
4. If you would like to receive additional training, please fill out [this survey for details](#).

Due Dates	
Spring	Fall
Start Workflow – May 6th	Start Workflow - September 2nd
First Reading – May 13th	First Reading - September 9th

At a minimum you will need to complete a review of the fields listed below and update as necessary. You can also use this opportunity to make changes in addition to completing the basic update. This may include changes to Course Title, Number, MQs, SLOs, Requisites, etc. You can print this list and use to check off fields as you complete them.

Review the Following Fields:	
1. Revision Type	11. Entrance Skills*
2. Needs Statement	12. Requisite Justification*
3. Course Title*	13. Course Content*
4. Start Term	14. Methods of Evaluation
5. CB 25 & 26	15. Instructional Methodology
6. Grading Method*	16. Critical Thinking Assignments
7. Course in a Family	17. Skills Demonstration Assignments*
8. Hours	18. Outside Assignments
9. Units	19. Primary Minimum Qualification*
10. Limitations on Enrollment*	20. Distance Education Addendum*

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Tips & Tricks

- If the course you are working on is C-ID approved, make sure to reference the [C-ID Descriptor](#) to maintain approval
- When working on SLOs you can reference [eLumen](#) to see what you are currently reporting on.
- Split your screen up so that you can see your old CurricUNET pdfs attached in the original email, the CourseLeaf course, and the phase 2 video. See example below.

GEOG R101_Elements of Physical Geography_Oxnard College_approved 3-11-15.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools GEOG R101_Eleme... x

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COURSE OUTLINE

OXNARD COLLEGE

I. Course Identification and Justification:

A. Proposed course id: [GEOG R101](#)
 Banner title: [Elements of Physical Geography](#)
 Full title: [Elements of Physical Geography](#)

Previous course id: [GEOG R101](#)
 Banner title: [Elements of Physical Geography](#)
 Full title: [Elements of Physical Geography](#)

B. Reason(s) course is offered:
 This course is included in the Geography major program at four-year universities. It fulfills a general education requirement in Physical Sciences for the Associate Degree, CSU GE-Breadth, and IGETC. This course is one of the core courses in the AA-T in Geography.

C. Reason(s) for current outline revision:
 Course Modification

II. Catalog Information:

A. Units:
 Current: 3.00
 Previous: 3.00

B. Course Hours:

- In-Class Contact Hours:
 Lecture: 52.5 Activity: 0 Lab: 0
- Total In-Class Contact Hours: 52.5
- Total Outside-of-Class Hours: 105
- Total Student Learning Hours: 157.5

C. Prerequisites, Corequisites, Advisories, and Limitations on Enrollment:

- Prerequisites:
 Current:
 Previous:
- Corequisites:
 Current:
 Previous:
- Advisories:
 Current:
 Previous:
- Limitations on Enrollment:
 Current:
 Previous:

D. Catalog description:
 Current: This course is an introduction to physical geography as a spatial study which investigates the "human/environment" interaction process incorporating the elements of the

Mission CIMpossible - Phase 2 - x

youtube.com/watch?v=X4BJ8wakhDY&t=20s

Apps VCCCD CourseLeaf CCC Catalog PDFs

YouTube Search

Phase 2: Revise Courses

0:12 / 20:52

Inactivate

Export to PDF

Export to Word

Download COR

Edit Course

Viewing: **GEOG R101 : Elements of Physical Geography** [Preview Workflow](#)

[OC 2019-2020 IGETC](#)

[OC 2019-2020 CSU GE-BREADTH](#)

In The Catalog Prerequisites:
[GEOG R101L : Physical Geography Lab](#)
[GEOG R198A : Geographic Field Interpret](#)

Other Courses referencing this course