

Updates to the [Educational Services Manual \(ESM\)](#) and the [Course and Curriculum Manuals \(CCM\)](#) are released at the end of each month with a summary published and distributed to the ISA, SSA and Course & Curriculum distribution lists.

Attachments: ESM Form 3-1 Concept Review; ESM Complete 2024 0329

Notes for the March 2024 release:

ESM Chapters

Chapter 3 Creating New Programs:

- Updated to reflect changes to equity prompt response requirements:

Item Q. on Form 3-1 requires colleges to respond to the following equity prompt: Describe your college's plan to promote systemic inclusion (removing barriers that prevent people from accessing what they need) and address equity gaps specifically with this new program. Incorporate plans to leverage Guided Career Pathways.

Item R. on Form 3-1 requires colleges to indicate the groups and individuals that were consulted or involved in establishing the equity plan described in response to Item Q.

In your response to the equity prompt, include the following information specifically related to this program:

- Program name and proposed number.
- A description of the equity gap(s) being addressed.
- A summary of the key activities.
- An overview of the intended outcomes.

When determining your activities, think about these areas:

- A. Advance Inclusive Excellence, Culture of Classroom
- B. Equity in Student Recruitment, Access, Retention & Completion, Student Outreach
- C. Equity in Recruitment/Hiring of Fac/Staff, Faculty Diversification
- D. Strategic Integration

Chapter 7 Course Standards:

- Integrated updated course guidance and expectations, [policy document](#) originally released on myWTCS in October 2023.

Forms

Form 3-1 Concept Review:

- Updated to reflect changes to equity prompt response requirements.

Do you have questions about this release? Use this form to submit them to us:

[ESM Maintenance Release Information Request](#)

2024 dates for release are:

April 26
May 31
June 28
July 26
August 30
September 27
October 25
November 29
December 27