

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.

Notes for the October 2025 release:

ESM

ESM Chapters

- **Chapter 20 Faculty Quality Assurance System (FQAS):** Updated broken links for footnote 2 - Aid Codes and for Teaching & Learning Labs; updated previous competencies for DEI course to revised competencies for ELE course.

ESM Glossary

- **New terms added:**
 - **CCP System Course and Curriculum Manuals:** An electronic data systems policy manual that provides guidance for course and curriculum data submission and shared data use, administered by the System Office.
 - **Course Curriculum and Program (CCP) System:** The WTCS Course Curriculum and Program (CCP) data system, also known as Course and Curriculum Approval Data Systems (collectively "Academic Data Systems"), allow WTCS Colleges to submit courses and curriculum to the WTCS for approval. The Academic Data Systems integrate with other WTCS data systems including the Client Reporting System.

ESM Forms

- **ESM Form 8-2 BAS Acknowledgment of College-Initiated Program**
Action: Addition of new item with checkbox under Program Action Section: Added "Delivery Modality Change" as an option. Also, the document's tab order was corrected.

CCP

REMINDER: New WTCS CCP Data System goes live on Monday, November 3, 2025!

NEW WTCS CCP Data System Transition Website: [CCP Transition Website](#)

- With the launch of the new CCP system (a.k.a., "the Portal") on Monday, November 3rd, please reference the CCP Transition Website where you will find resources and guidance for using the new data system:
 - Pre-recorded training sessions

- Live, drop-in help and training sessions beginning Monday, November 4
- Job aids and transition documents

NEW CCP System Course Manual and CCP System Curriculum Manual

- **New, retitled versions of the WTCS Course Approval Manual and WTCS Curriculum Approval Manual have been created.** These documents are attached here and also available for download on myWTCS.
- Please be aware that the **old versions of these** manuals apply to the old CCP data system and **do not apply to the new data system.**

NEW College 101 Course Function in Program (FIP) Codes Guidance

- Please see the attached new guidance regarding College 101 Course Function in Program (FIP) Codes. This document is also located on myWTCS.

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

[ESM Maintenance Release Information Request](#)

2025 dates for release are:

November 28

December 26