

# Best Practices for Cluster Tech Review (CTR) Committees

The CRC recommends that Cluster Tech Review Committees follow these best practices:

1. Hold regularly scheduled meetings with at least one of the co-chairs present. If no courses need to be reviewed, the meeting may be canceled or used to discuss other curricular matters.
2. Orient new members and provide ongoing training in curriculum review processes.
3. The *Curriculum Writer's Handbook* is the current resource to assist and can be accessed at the [www.curriculum.santarosa.edu](http://www.curriculum.santarosa.edu) along with other current resources.
4. The submitters is encourages to attend the Cluster Tech Review meetings when their courses are reviewed so feedback can be given directly. This streamlines the process substantially.
5. At the meeting, the Cluster Tech Review Committee should check all paperwork that accompanies the course outline. This includes:
  - The cover sheet for new and revised courses. Is the "Effective Date" correct? Have all signatures been obtained? Is the course correctly marked in terms of level of review?
  - Relationship of hours to units, as well as duration (minimum and maximum weeks). If there are any concerns that the Cluster Tech Review Committee can't answer through Part 4.7 of the *Handbook*, the submitter should be directed to consult with the Curriculum Dean.
  - Content Review Forms: if there are prerequisites, co-requisites, and/or advisories, there should be a content review form for each one.
  - Limits on Enrollment Form: This needs to be included if there are any limits on enrollment listed on the Course Outline.
  - Textbook format: the listing should be in the format of the Handbook, and titles should be in title case, not all capitals.
  - Discuss with the submitter whether the course is a stand alone course, part of a program, or part of a future program. The submitter should understand the steps involved if a major or certificate will need to be revised if the course is added.
6. **Make changes in SIS (CATS) at the Cluster Tech Review Committee meeting, as long as the submitter is there to OK the changes.**
  - **Often the Dean's AA will use SIS (CATS) during the meeting.**
  - The Cluster Tech Review Feedback form should note significant changes that were either made at the meeting or sent as suggestions to the submitter. For example, changes such as adding, deleting, or revising language in any main parts of the COR should be recorded in the CTR Feedback form, even if the submitter was there when the change was made in CATS. Minor corrections in spelling, punctuation, grammar, and format do not need to be recorded.
7. Keep a list of actions taken, file copies of the Cluster Tech Review forms, and systematically track and follow up curriculum, recording the dates when each course is:
  - reviewed by Cluster Tech Review Committee
  - sent back to the submitter with the *Cluster Tech Review Feedback* form
  - returned to the dean for verification and sign-off after changes have been made
  - submitted to the Curriculum Office

The above record-keeping is usually assigned to the classified member of the Cluster Tech Review Committee.