Important Planning Deadlines for AY 2016-2017

- ➤ **The Curriculum Review Committee meets 2nd and 4th Mondays of the month 3:15-5:15 p.m. in room 4327.**
- ➤ **All course proposals** must be in the Curriculum Office **2 full weeks prior** to the next scheduled CRC meeting in order to be considered for placement on the CRC Agenda. (See next page for CRC meeting dates.)
- ➤ **All new and revised courses must have a FALL effective date.** Revisions to existing courses or new courses will not be approved mid-year unless there are compelling and extenuating circumstances (see below).
- ➤ **Cluster Tech Review Committees** should begin meeting by the 3rd week of each semester.
- ➤ **Distance Education and General Education** course proposals take 3–5 weeks longer to process.

2017-18 College Catalog Deadlines for July 1, 2017 Publication

All new courses and course revisions become effective in the Fall semester following approval.

Deadlines are imposed to ensure compliance with the State Chancellor's Office course inventory and provide accurate information to the students we serve.

9/12/2016	**Department responsibilities:** plan for revisions and new courses; consider how course revisions impact majors and/or certificates; *contact Curriculum staff early in the process with questions.*
2/27/2017	**Deadline for submission of new courses and courses with major changes** (CRC Action Items)
3/27/2017	**Last CRC meeting to approve course revisions, new courses, certificate and majors additions or revisions**. Submissions must be approved at this meeting to be published in the 2017-18 College Catalog

Additional Steps After CRC Approval AND Before Course Can Be Offered:

1) *Add to SRJC Board of Agenda for Approval. 2) Submit Applications to Chancellor's Office for Approval. 3) Once approved, update course in SIS. 4) For UC transferable courses, approval by UC Office of the President.*

Course Deadlines Related to Schedule Preparation

All approved new courses and course revisions become effective in Fall 2017. Exception: New or revised courses with compelling or extenuating circumstances may be submitted to the Curriculum Office and CRC for approval for Spring or Summer 2017 scheduling.

Spring 2017 Class Schedule Deadlines (compelling reasons only)	
10/10/2016	Deadline for submission to Curriculum Office for Spring 2017
10/31/2016	Spring 2017 Classes on the Web
Summer 2017 Class Schedule Deadlines (compelling reasons only)	
1/23/2017	Deadline for submission to Curriculum Office for Summer 2017
2/23/2017	Summer 2017 Classes on the Web
Fall 2017 Class Schedule Deadlines (all courses)	
3/13/2017	Deadline for submission to Curriculum Office for
3/27/2017	**Last CRC meeting to approve course changes for Fall 2017**
5/10/2017	Fall 2017 Classes on the Web

2017-18 UC Transferable Courses
Course Effective Date: *Fall 2018*

Adherence to deadlines ensure transferability for SRJC students. Contact Kate Hickman, Articulation Specialist, with questions.

2/27/2016	Deadline to submit new, UC Transferable courses (#1–49)
3/13/2017	Last CRC meeting to approve course for UC Approval.

UC submission limited to once annually in July; must be approved by UC Office of the President.

CURRICULUM OFFICE

Important Planning Deadlines for AY 2016-2017

SRJC Curriculum Staff Resources

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SRJC Curriculum Online Resources

Curriculum Website: http://curriculum.santarosa.edu

The Curriculum Writer's Handbook: (revision in progress)

The Curriculum Module (CATS) User's Manual:
http://www2.santarosa.edu/file-depot/download.php?action=dl&id=11556

Course Lookup (View COR):
http://busapp02.santarosa.edu/SRWeb/SR_CourseOutlines.aspx?mode=1

Class Check (Determines if course is part of a program of study):
http://busapp02.santarosa.edu/J04/class_check.asp

Programs of Study:
http://busapp02.santarosa.edu/SRWeb/SR_ProgramsOfStudy.aspx?

Santa Rosa Junior College
2016-2017 CRC Meeting Calendar

August 2016

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016

Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016

Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017

Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017

Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017

Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

■ CRC Meeting

■ Board of Trustees Meetings

■ No Classes-PDA Day, holiday, semester break or spring break

Updated 8/1/2016