

CRC meets the 2nd and 4th Mondays of the month 3:15–5:15 p.m.

Course Deadlines Related to Schedule Preparation

Requires CRC approval before the online version is posted. Allow additional time for Distance Education.

Spring 2018 Class Schedule Deadlines

9/11/2017	Deadline for submission to Curriculum Office
9/25/2017	Last CRC meeting to approve course changes for Spring 2018
10/30/2017	Spring 2018 Classes on the Web (tentative)
11/13/2017	Spring 2018 Registration begins

Combined Summer and Fall 2018 Class Schedule Deadlines

12/22/2017	Deadline for submission to Curriculum Office
1/22/2018	Last CRC meeting to approve course changes for Summer and Fall 2018
3/5/2018	Summer and Fall 2018 Classes on the Web (tentative)
4/2/2018	Summer and Fall 2018 Registration begins

- **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.
- **All New Courses and Course Revisions must have a FALL effective date.** Revisions to existing courses or new courses are not approved mid-year unless there are urgent and extenuating circumstances.
- **Cluster Tech Review Committee** should begin meeting by the 2nd or 3rd week after the start of each semester.
- **Distance Education and General Education** course proposals take 3–5 weeks longer to process.

2018-19 UC Transferable Courses

Course Effective Date: Fall 2019

Deadlines are imposed to ensure transferability for the students we serve.

3/5/2018	Deadline to submit new, UC Transferable courses (#1–49)
3/26/2018	Last CRC meeting to approve course for submission to UC system

*Additional Approval Required **UC Office of the President** (see approvals 1–3, last row in table above).
The submission is limited to once annually in July. Please contact Kate Hickman, Articulation Specialist, with questions.*

2018-19 College Catalog Deadlines

Effective Dates: Fall 2018, Spring 2019, Summer 2019

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

8/28/2017	Plan for revisions and new courses, consider how course revisions impact majors and/or certificates. <i>Contact Curriculum staff early in the process with questions.</i>
12/22/2017	Deadline for submission of new courses/courses with major changes (CRC Action Items)
1/22/2018	Last CRC meeting to approve course revisions , new courses, certificate and majors additions or revisions. Submissions must be approved at this meeting to be <u>published in the 2018-19 College Catalog.</u>

*Additional Steps After CRC Approval **AND** Before We Can Offer the Course:*

1. Add to SRJC Board of Trustees' Agenda for Approval
2. Submit Applications to State Chancellor's Office for Approval
3. For UC Transferable courses, submit application to UC office of the President for Approval (note: usually submitted in July; Responses in November)
4. Once approved, update SIS

SRJC Curriculum Staff Resources

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Kate Hickman, GE Sub-Comm. Chair/Articulation Specialist
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Distance Education Reviewers:

Sujan Sarkar, ssarkar@santarosa.edu, 524-1873

Donald Laird, dlaird@santarosa.edu, 524-1809

Lisa Beach, lbeach@santarosa.edu, 524-1877

SRJC Curriculum Online Resources

Curriculum Review Guide:

<https://curriculum.santarosa.edu/sites/curriculum.santarosa.edu/files/Guide%20to%20COR%20Review%209-12-2016.pdf>

The Curriculum Writer's Handbook:

https://curriculum.santarosa.edu/sites/curriculum.santarosa.edu/files/Curric._Handbook_02-09_0.pdf

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

Course Lookup (View COR):

https://portal.santarosa.edu/SRweb/SR_CourseOutlines.aspx?mode=1

Class Check (Determines if course is part of a program of study):

https://portal.santarosa.edu/srweb/SR_ClassCheck.aspx

Programs of Study:

<https://portal.santarosa.edu/srweb/ProgramOfStudyDegrees.aspx>

Santa Rosa Junior College

2017-2018 CRC Meeting Calendar

August 2017							September 2017						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

October 2017							November 2017							December 2017						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

January 2018							February 2018							March 2018						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

April 2018							May 2018						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

- CRC Meeting
- No Classes-PDA Day, holiday, semester break or spring break
- Board of Trustees Meetings