

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

Course Deadlines Related to Schedule Preparation

Allow additional time for Distance Education, Board and State approvals.

Spring 2019 Class Schedule Deadlines

9/10/2018	Deadline for submission to Curriculum Office
9/24/2018	Last CRC meeting to approve course changes for Spring 2019
10/29/2018	Spring 2019 Classes on the Web (tentative)
11/19/2018	Spring 2019 Registration begins

Combined Summer and Fall 2019 Class Schedule Deadlines

12/21/2018	Priority submission date for placement on CRC agenda
2/01/2019	Past Due courses removed from Fall 2019 schedule
3/11/2019	Last CRC meeting to approve course changes for Summer and Fall 2019
3/29/2019	Summer and Fall 2019 Classes on the Web (tentative)
4/22/2019	Summer and Fall 2019 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 at the start of each semester.
- **Distance Education and General Education** course proposals take 3–5 weeks longer to process.

2019-20 UC Transferable Courses

Course Effective Date: Fall 2020

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

3/4/2019	Deadline to submit new, UC Transferable courses (#1–49)
3/25/2019	Last CRC meeting to approve course for submission to UC system

*Additional Approval Required by **UC Office of the President**. Our submissions are limited to once annually in July. Please contact Kate Hickman, Articulation Specialist, with questions.*

2019-20 College Catalog Deadlines

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

8/27/2018	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>
3/25/2019	Last CRC meeting to approve new courses, certificate and majors additions or revisions. Submissions must be approved at this meeting to be <u>published in the 2019-20 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

Chas Crocker, Curriculum Tech- Courses
ccrocker@santarosa.edu, 527-4521

Adrienne Leihy, Curriculum Tech-Programs of Study
aleihy@santarosa.edu, 521-7886

Kate Hickman, GE Sub-Comm. Chair/Articulation Specialist
khickman@santarosa.edu, 527-4275

Donald Laird, CRC Faculty Co-Chair
dlaird@santarosa.edu, 524-1809

Abe Farkas, CRC Admin. Co-Chair Dean Curriculum
afarkas@santarosa.edu, 527-1508

Distance Education Reviewers:

Phyllis Usina, pusina@santarosa.edu 527-4547

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>

KEY



CRC Meeting



Board of Trustee Meetings



No Classes; PDA Day, holiday, semester break

FALL SEMESTER 2018

AUGUST						
S	M	T	W	T	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						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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30	31					

SPRING SEMESTER 2019

JANUARY						
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FEBRUARY						
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MARCH						
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31						

APRIL						
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28	29	30				

MAY						
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