

CURRICULUM

PROGRAM AND COURSE WORKFLOW (2022/2023)

CURRICULUM DEADLINES

(CURRICULUM.SANTAROSA.EDU/)

| DEPARTMENT NEED | DEADLINE |
|--|------------|
| DISTANCE ED Effective Term Spring 2023 due in Canvas | 8/25/2022 |
| COURSES SEEKING GENERAL EDUCATION Effective Term Fall 2023 due in Curriculum Office | 11/01/2022 |
| ALL COURSE, CERTIFICATE, OR MAJOR CHANGES Effective Term: Fall 2023* <ul style="list-style-type: none">• This includes new, revised, inactivated courses, certificates and majors• Any courses past due for six-year review are subject to removal from the schedule of classes | 12/23/2022 |
| DISTANCE ED Effective Term Summer/Fall 2023 due in Canvas | 1/26/2023 |
| NEW, UC TRANSFERABLE COURSES (#1-49) Effective Term Fall 2024 due in Curriculum Office | 3/31/2023 |

PROGRAM REVISIONS: PAPER WORKFLOW

- Submitter - Certificate or Major Revision/Inactivation Form

(Update Recommended Course Sequence (RCS) if necessary)





- Curriculum Office



- CRC, BoT, COCI (if necessary)

NEW PROGRAMS: PAPER WORKFLOW

- Submitter - White Paper (aka Proposal)

- Curriculum Office – New Certificate/Major Application

- Approval Bodies

NEW PROGRAMS: APPROVAL BODIES

- **Advisory Committee**^{CTE only *}
- Academic Affairs Council (AAC)
 - Majors and Certificate Review Committee (MCRC)*
- Educational Planning and Coordinating Council (EPCC)
- **Bay Area Community College Consortium (BACCC)**^{CTE only *}
 - Curriculum Review Committee (CRC)
 - Board of Trustees (BoT)
- Chancellor's Office Curriculum Inventory System (COCI)*

*Skills Certificates Bypass these stages

COURSES: WORKFLOW / APPROVAL BODIES

- Submitter/Department
- Cluster Tech Review Committee (6-year review updated)*
 - Curriculum Review Committee (CRC)
 - Board of Trustees (BoT)
- Chancellor's Office Curriculum Inventory System (COCI)

*Course Modifications can bypass this step, BUT the 6-year review WILL NOT be updated

COURSES: ~~PAPER~~ WORKFLOW

| Course Number | Course Title | Tech Review Date | Department | Submitter's Approval | Chair's Approval | Dean's Approval | Sent to Curriculum |
|---------------|---|------------------|-----------------|----------------------|-------------------|-----------------|--------------------|
| HIST 5 | History of the Modern Middle East | 5/11/22 | Social Sciences | Sal Diaz | Sal Diaz | Cathy Prince | 5/12/2022 |
| HIST 22 | History of California | 5/11/22 | Social Sciences | Sal Diaz | Sal Diaz | Cathy Prince | 5/12/2022 |
| POLS 25 | Introduction to International Relations | 5/11/22 | Social Sciences | Johannes van Gorp | Sal Diaz | Cathy Prince | 5/12/2022 |
| THAR 49 | Independent Study in Theatre Arts | 5/11/22 | Social Sciences | Laura Downing-Lee | Laura Downing-Lee | Kerry Loewen | 5/12/2022 |

- Signatures vs forms
 - All forms are housed in SIS
 - Signatures: preferred submission is an email with the table above
 - **NEW:** After Cluster Tech, **email** courses that have signature approval to curriculum@santarosa.edu

OTHER RESOURCES

- CRC Co-Chairs: Ann Foster and Josh Adams
- MCRC Co-Chairs: Donald Laird and Josh Adams
- Curriculum Office: <https://curriculum.santarosa.edu/>
- Articulation Office: <https://articulation.santarosa.edu/>
- SRJC Community (Faculty, Deans, Administrative Assistants)

- Questions?