

CURRICULUM

PROGRAM AND COURSE WORKFLOW (2023/2024)



NEW CURRICULUM DEADLINES

(CURRICULUM.SANTAROSA.EDU/)

DEPARTMENT NEED	DEADLINE
COURSES FOR FALL 2024	10/02/2023
EXCEPTIONS:	
<ul style="list-style-type: none">Distance Education (DE) in Canvas<ul style="list-style-type: none">Spring 2024Summer/Fall 2024General Education (GE)<ul style="list-style-type: none">Fall 2024Learn moreNew and heavily revised UC transfer courses (#1-49)<ul style="list-style-type: none">Fall 2025Email Kate Blackwell with questions	<p>8/22/2023</p> <p>10/23/2023</p> <p>11/01/2023</p> <p>3/29/2024</p>
CERTIFICATES AND MAJORS	12/08/2023
<ul style="list-style-type: none">Fall 2024Email Chas Crocker with questions/paperwork	

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: UPDATE TO PAPER WORKFLOW

OLD PROCESS

- Submitter - White Paper (aka Proposal)



- Curriculum Office – New Certificate/Major Application



- Approval Bodies

NEW PROCESS

- Submitter – Program Proposal and Application



- Curriculum Office



- Approval Bodies

NEW PROGRAMS: APPROVAL BODIES

- **Advisory Committee**^{CE only *}
- Academic Affairs Council (AAC)
 - Majors and Certificate Review Committee (MCRC)*
- Educational Planning and Coordinating Council (EPCC)
- **Bay Area Community College Consortium (BACCC)**^{CE 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: **UPDATE** TO SUBMISSION PROCESS

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

- ~~Curriculum@santarosa.edu~~
- [Curriculum Course Submissions - **NEW**](#)

OTHER RESOURCES

- **CRC Co-Chairs:** Ann Foster and Josh Adams
- **MCRC Co-Chairs:** Nicole Frantz and Josh Adams
- **Curriculum Office:** <https://curriculum.santarosa.edu/> (Josh Pinaula/Chas Crocker)
- **Articulation Office:** <https://articulation.santarosa.edu/> (Kate Blackwell)
- SRJC Community (Faculty, Deans, Administrative Assistants)

- Questions?