SRJC COURSE CURRICULUM
REMOTE COURSE SUBMISSION
CONSIDERATIONS

• Minimal training
• Available technology
• Software parameters (.doc, SIS)
• Feedback
EMERGENCY DE ADDENDUM OR MODIFICATION

Emergency DE Addendum
Faculty submitter (doc)

Modification* faculty submitter updates COR in SIS

Department's Administrative Assistant (AA) requests email confirmation from Department Chair and Dean

Curriculum Technician, Chas Crocker

Emergency DE Reviewers (you)

CRC Agenda

1. *Modifications if minimal changes: Prefix, Title, Weeks, MOI, Course Description, SLOs, Objectives, Topics and Scope, Assignments, MOEs, Textbooks, CBE, GE status
REGULAR DE ADDENDUM

Canvas
Faculty Submitter (form in Task 1A)

Curriculum Office requests email confirmation from Department Chair and Dean

Regular DE Reviewers

CRC Agenda
NEW COURSE OR 6-YEAR REVIEW

Create new course / reinstate inactive one

Revise existing course

Create draft proposal in Curriculum Module of SIS. Fill out necessary forms.

Announce proposed course via college email (DL.STAFF.ALL). Include:
- proposing department
- prefix and number
- title
- units
- catalog description
- Identify its program of study
Cluster Tech Review (CTR) Committee reviews course

Dean's AA fills out CTR form and seeks email "signatures,"

New Course / Reinstatement signees:
- Submitter
- Department Chair
- Dean
- Dean of Learning Resources
- Manager of EH&S (if needed)

Course Revision signees:
- Submitter
- Department Chair
- Dean

Curriculum Office / CRC Co-Chairs / CRC