Section 1- Introduction to Curriculum Review Structure (Page 7 of current CWH)

1.4 Cluster Tech Review Committee (CTRC) Composition and Responsibilities (Page 7 of current CWH)

C. Responsibilities. Faculty submitters should revise their courses in their entirety using the Cluster Tech Checklist and IDEAA principles as guides in anticipation of their upcoming Cluster Tech meeting. Please note that up to 20 minutes is allotted for each course review at a CTRC meeting. If course needs significant changes or requires more than the allotted 20 minutes, CTRC Co-Chairs will ask the submitter to bring the course to a future meeting. The Co-Chairs will determine which Cluster Tech agenda the course can be added to and the submitter will be notified of new review date.

Section 3- -Curriculum Development and Approval Process (Page 17 of current CWH)

3.1 Initial Steps in New Course Development or Revision (Page 17 of current CWH)

A. Discussion and Research. New course development or course revision begins with dialogue and research within the department and in consultation with the department chair.

• Whenever possible, initiate email conversations or meetings with departments or disciplines who might have similar content in one or more of their courses to discuss the new course proposal.

• Whenever possible, keep minutes of each meeting (or e-mail conversation in case they are needed further along in the CRC process.

D. New courses:

A) Disciplinary Conflict Overlap-Timeline

o By end of Week 12 of a Fall or Spring semester

• New Course Announcement or Course Renumbering email sent to appropriate distribution lists.

o By end of Week 15 of a Fall or Spring semester or within 15 instructional days of email announcement (whichever comes first)

• Concerned faculty member (after consulting with department chair) notifies Curriculum Office of perceived conflict or overlap.

o By end of Week 17 of a Fall or Spring semester

• Meeting between discipline representatives takes place.

   o If a meeting is not possible by the end of Week 17, a meeting between discipline representatives occurs as close as possible to the end of Week 2 of the following semester.

B) Disciplinary Conflict Overlap-New Course Announcement

  o Prior to sending this announcement, faculty submitter should complete the following steps:

    • 1. Complete initial research regarding similar courses and course content in SRJC's course inventory to ensure there is minimum to no disciplinary overlap.

C) Disciplinary Conflict Overlap-Resolution

  o 3) Steps toward resolution

    a) Meeting between faculty submitter(s)** of the COR in question and the department chairs of the two departments involved (or designee representing the discipline(s) when the department involves more than one discipline).

      **If the faculty submitter is also department chair, they can choose to invite an additional instructor from their department to the meeting. Additionally, the department chair from the other department can invite a department colleague to this meeting. Meeting parameters include the following:

        • If requested by one or both departments/discipline representatives, CRC Co-Chairs will attend this initial meeting, but they will not determine the outcome of the meeting.

        • If the submitter chooses not to meet, they waive the right for the course to move through the proposal process.

        • If the person objecting to the course chooses not to meet, they waive the right to further object and the course will move through the course approval process.
        • Meeting minutes on these resolutions are required to capture the main points of discussion and will be made

available at subsequent meetings, including CRC and Senate meetings.

• If no resolution is reached in the meeting between faculty submitters, the issue moves to a CRC Action Agenda under Business, ideally, by CRC's 2nd or 3rd meeting of the following semester as CRC's agenda allow; this will depend on volume of courses awaiting   approval.

b) CRC Meeting Process

• Co-Chairs place "Disciplinary Conflict Item" on   Action Agenda in the Business section, ideally by 2nd or   3rd CRC meeting of the appropriate semester.

Step I) CRC Prep for initial meeting

• Prior to the first meeting, CRC members will review materials concerning the Disciplinary Overlap Process, including meeting notes from initial meeting between two departments;

- pertinent Course Outlines of Record;
- Curriculum Writer's Handbook-Disciplinary Conflict section; and
- ASCCC materials related to placement of disciplines.

Step II) Initial CRC meeting

• Disciplinary Conflict will be a Business Action Item on the agenda. Allows CRC to make a motion to determine whether or not CRC will review the new course at the subsequent meeting

- Each department representative will have 4 minutes to provide a brief presentation, which can include a PowerPoint;
- CRC will adhere to the 4-minute timeframe strictly for each presenter.
- Department voicing concern will present first
- CRC will be invited to ask questions after both presentations have been completed;

- Each representative will have an equal amount of time to reply to each question.
- This agenda item will be scheduled for 30 minutes
- CRC Co Chair will call for the question at the end of the 30 minutes.
- If CRC votes to review the proposed course, then CRC will complete the course review at the subsequent CRC meeting.