



SANTA ROSA
JUNIOR COLLEGE

Our Vision

Santa Rosa Junior College aspires to be an inclusive, diverse and sustainable learning community that engages the whole person.

Our Mission

Santa Rosa Junior College passionately cultivates learning through the creative, intellectual, physical, social, emotional, aesthetic and ethical development of our diverse community.

- We focus on student learning by preparing students for transfer; by providing responsive career and technical education; and by improving students' foundational skills.
- We provide a comprehensive range of student development programs and services that support student success and enrich student lives.
- We support the economic vitality, social equity and environmental stewardship of our region.
- We promote personal and professional growth and cultivate joy at work and in lifelong learning.
- We foster critical and reflective civic engagement and thoughtful participation in diverse local and global communities.
- We regularly assess, self-reflect, adapt, and continuously improve.



Presentation Outline



SRJC Curriculum Review Committee
(CRC) Function




CCCCO Annual Certification



Individual Reading and Group
Discussion—Title 5, Section 55002

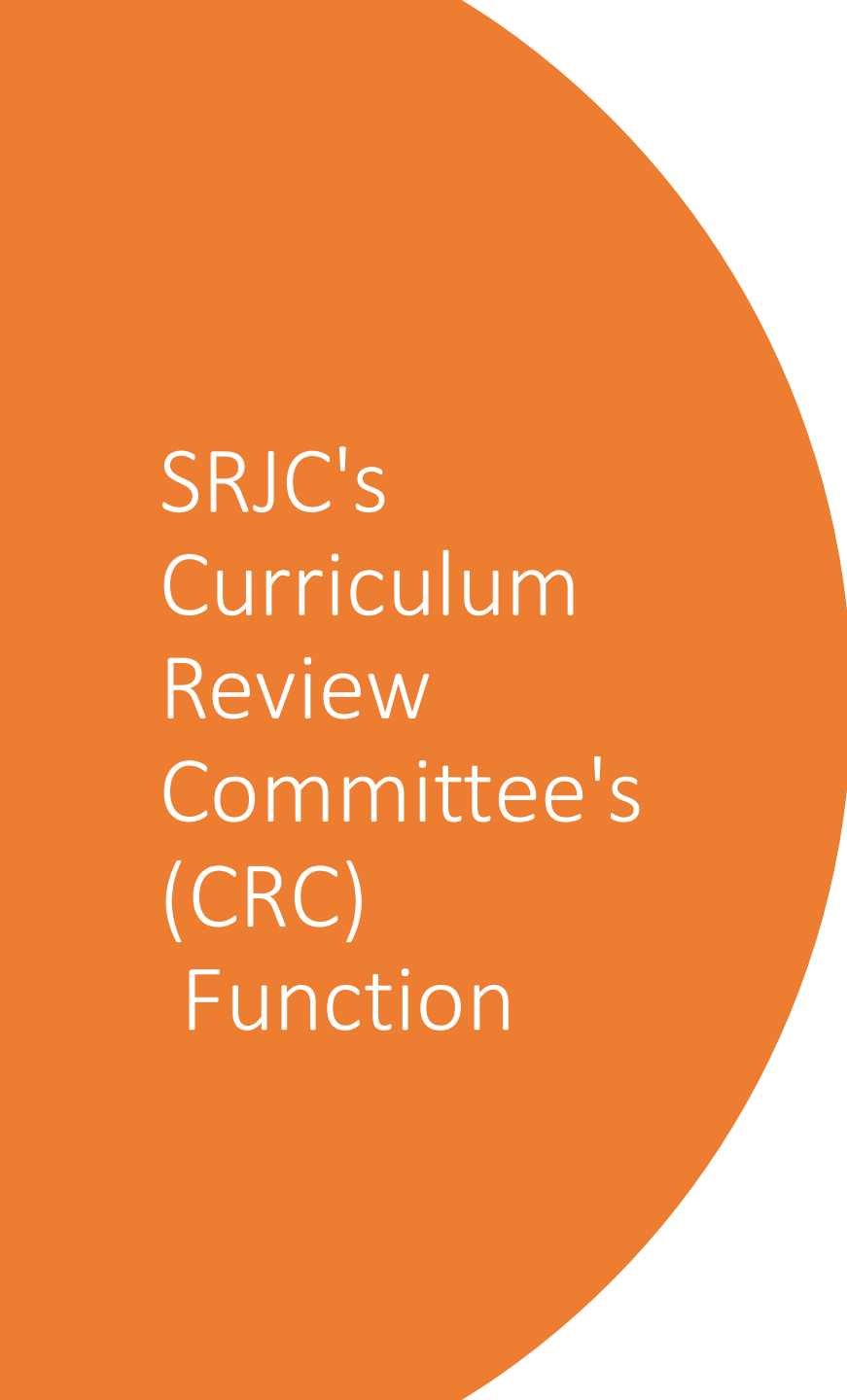


CRC Agenda Walkthrough




SRJC's Curriculum Review Committee (CRC)

What is CRC's Function?

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SRJC's Curriculum Review Committee's (CRC) Function

- **To...**
 - review and certify Title 5 course standards compliance;
 - assume responsibility for approval of courses to meet GE requirements for the
 - Associate Degree;
 - the CSU GE pattern, and
 - the Intersegmental General Education Transfer Curriculum (IGETC); and
 - assume responsibility for certificate program approval.
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SRJC's
Curriculum
Review
Committee's
(CRC)
Function

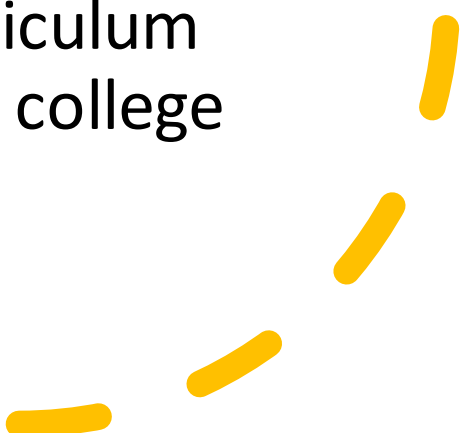
- CRC shall receive advice and recommendations from Cluster Tech Review Teams (CTRC) in each identified cluster of departments for new or revised course review with particular attention to
 - course name and description;
 - numbering;
 - hour and unit consistency;
 - appropriateness of prerequisites and relationship to other courses in the department and in other departments.

SRJC's
Curriculum
Review
Committee's
Function:
Cluster Tech
Review Teams

- Cluster Tech Review participants are to be solicited by a Department Chair, Dean, or Supervising Administrator in each cluster.
 - Each Cluster Tech Review team must include at least one member of the Curriculum Committee.
 - All actions taken by the Curriculum Review Committee are subject to review by the Academic Senate.
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CRC's
Responsibilities
are to:

- recommend approval of all new and revised courses, including online courses;
 - recommend approval of all new and revised Programs of Study;
 - recommend approval of CRC subcommittees' (e.g. GE and DE Review) suggestions;
 - ensure each (CTRC) includes a CRC representative who serves as CTRC co chair;
 - interpret and communicate all curriculum standards and requirements to the college community;
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CRC's
Responsibilities
are to:

- create and maintain forms and processes for course approval including Distance Education offerings (e.g., Emergency DE form)
- consult with faculty who are developing and revising courses and programs;
- facilitate discussion and decision-making regarding curriculum at SRJC; and
- maintain clear communication with the Academic Senate.



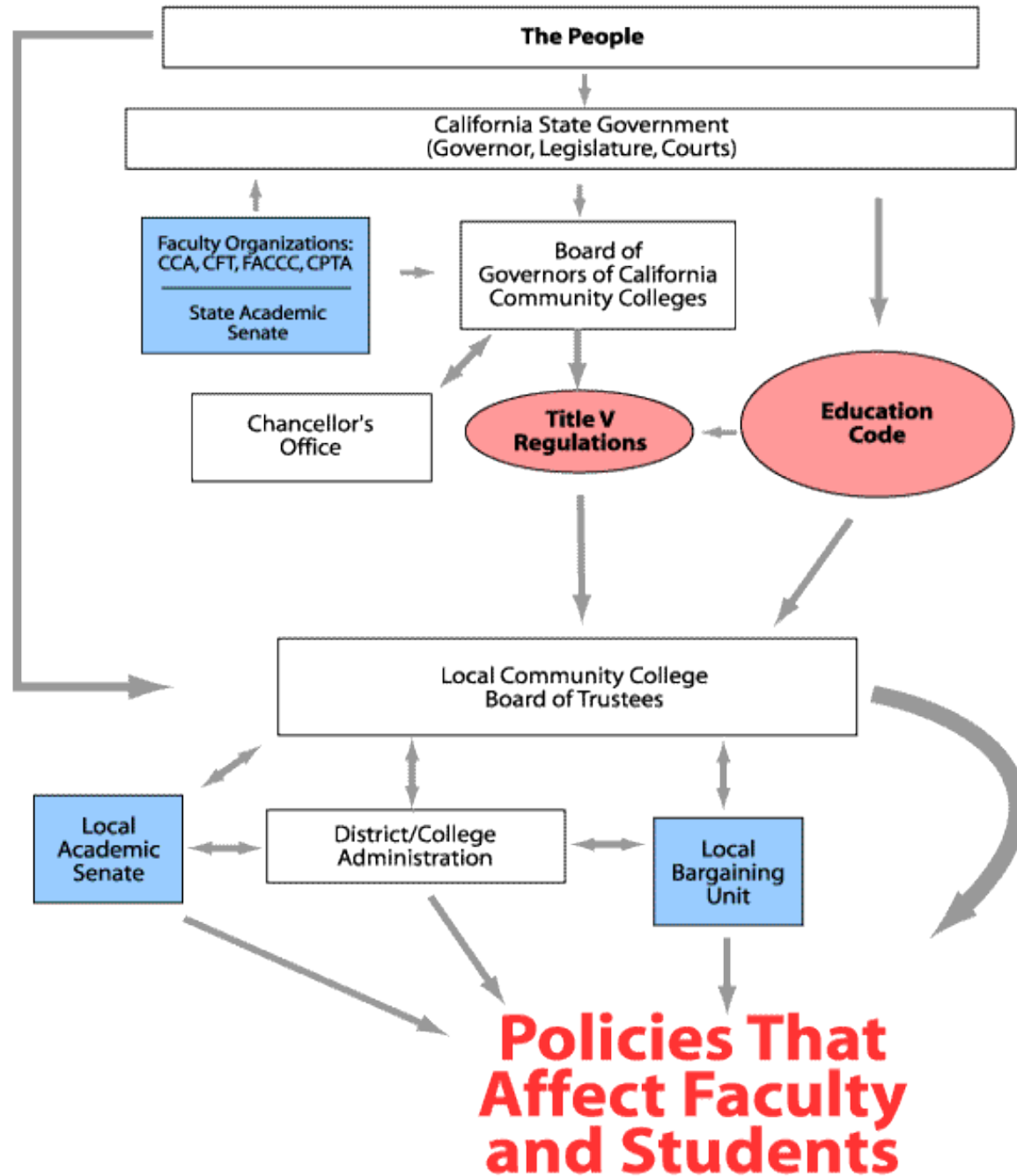


CCCCO Annual Certification

Required Training??

Governance of California Community Colleges

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Federal

- WASC / ACCJC
- Dept. Ed. DE
- Fin Aid
- Veterans Affairs

State

- Ed Code
- Title V Regulations
- CCCCCO
- PCAH
- ASCCC

Local

- Board of Trustees
- Academic Senate
- CRC
- Cluster Tech

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CCCCO ANNUAL CERTIFICATION

[Title 5 §55002](#)

Authority for certifying that all community college curriculum complies with California Regulations has been increasingly delegated to local districts.

- Self-certification requires each college to:
 - ensure all submitted courses/programs comply with Title 5 and the Program and Course Approval Handbook (PCAH)
 - Ensure that all Curriculum Review Committee members have received training in **Title 5, Section 55002 and PCAH**

Training Requirements

- Training required for...

- All credit and noncredit course proposals
- modified credit programs
- Career Technical Education (CTE) credit programs that are C-ID aligned, and
- local credit programs.

- Training not required for programs below because CCCCO does not auto-approve...

- the Associate Degrees for Transfer (ADTs)
- Noncredit Career Development and College Preparation (CDCP) certificates in the short-term vocational instructional domain
- New Career Technical Education credit programs that are not C-ID aligned.

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Curriculum Basics

- Under Ed Code §70902(a)(7) and Title 5
 - Curriculum is an area of faculty primacy
 - Academic Senate has
 - “primary responsibility for making recommendations in curriculum and academic standards to Board of Trustees”
- Title 5 §55002(a)(1)
 - Requires community colleges to establish a Curriculum Committee as either a district committee or Academic Senate committee –
 - At SRJC, the Curriculum Committee is a Senate committee governed according to SRJC's Academic Senate Bylaws.

Individual Reading and Group Discussion

Individually
read Title 5,
Section 55002
(6-8 minutes)

Groups-

- 1st-Reread and discuss your assigned segment of Section 55002

Groups-

- 2nd- Be prepared to share response to 1 or 2 prompts on next slide.

Title 5, Section 55002 Prompts

How would you define a non-degree applicable credit course?

What questions did your group have in general?

How does the 'intensity' criterion differ between credit and noncredit courses?

What question(s) did your group have about your assigned segment?

In terms of the grading policy, what are two possible ways students can demonstrate proficiency in a course?

Can a noncredit course have a prerequisite?

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Curriculum Basics

- Five criteria are used by the Chancellor's Office to approve credit programs and noncredit programs and courses that are subject to Chancellor's Office review.
- Appropriateness to Mission
- Need
- Curriculum Standards
- Adequate Resources
- Compliance



CRC Agenda Walkthrough


Appointed Bodies – Standing Committees

- Standing Committees of a legislative body are **ALWAYS** subject to the Brown Act. Examples:
 - long-term committees, such as professional development or curriculum.
- Meetings are open to the public
- No serial meetings allowed (e.g. Daisy Chain, E-mail, Hub and Spoke)
 - Serial meetings occur when a majority of the members have communicated about an issue and have developed a collective concurrence





Setting the Agenda

- Agenda Setting
 - 1st and 3rd Mondays at 3:15
 - Business Items
 - Action Agenda
 - Consent Agenda
 - Programs
- 

Agenda Categories

1. Call to Order once quorum is reached
2. Business Items (includes overview of courses in need of updating by cluster)
 1. Example: Disciplinary Overlap Process
3. Action Agenda - We vote on every item in the action agenda
 - New/Reinstated CORs
 - Revisions to existing CORs

Agenda
Categories
continued:

Consent Agenda

1. One vote for all items.
2. Any item on the consent agenda can be moved by any CRC member to a future CRC action agenda; should ideally occur before CRC meeting.

Course Approval Process at CRC Meetings

Course Introduced and motion for approval made

CRC member seconds motion

Faculty co-chair calls for discussion about the course.

Discussion (10 minutes max.)

Faculty co chair calls for vote when discussion concludes.

If the discussion goes beyond 10 minutes, CRC can recommend course is removed from action agenda and submitter receives notes from CRC and resubmits.

The Consent Agenda

Consent Agenda—Focus is on minor revisions to existing CORs

- Modifications
(department driven)
- Distance Education Addendum
- General Education
- Technical corrections (Curriculum Office driven)
- Course inactivations



The Consent
Agenda:

Majors and
Certificate Recommendations

New Non-Credit Certificates

New Majors/Certificates

Revised Majors/Certificates


Technical

Corrections Majors/Certificates





The image features a dense field of 3D question marks. Most are dark grey and recede into the background, creating a sense of depth. In the center, a single question mark is rendered in a bright, vibrant yellow, making it stand out significantly. The lighting is dramatic, with highlights on the top surfaces of the question marks and deep shadows in their recesses.

Questions/Additions/Clarifications



Chancellor's Office Related Resources and Links



- [Title 5, Division 6, California Community Colleges](#)
 - [Chancellor's Office Certification Memo](#)
 - [Program Course and Approval Handbook](#)
 - [Minimum Qualifications Handbook](#)
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Brown Act Resources

- [The Brown Act and Your Curriculum Committee](#) (*Rostrum* article)
- [Brown Act Do's and Don'ts for Academic Senates](#) (White Paper)
- [The Ralph M. Brown Act](#) (Attorney General's Office pamphlet)
- [Robert's Rules Cheat Sheet](#)



SRJC Curriculum Resources

- Curriculum Review Committee Function
 - SRJC's Curriculum Writer's Handbook
 - Appendix E = SRJC's Course Review Checklist
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SJC's CRC Meeting Dates 2022-2023

2nd and 4th Mondays, 3:15-5:15 PM

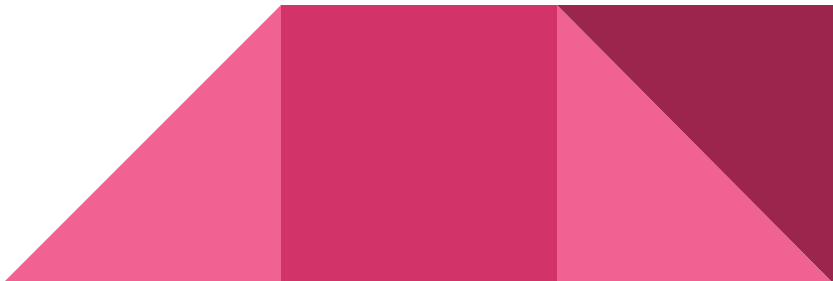
Fall 2022

8/22/2022
9/12/2022
9/26/2022
10/10/2022
10/24/2022
11/14/2022
11/28/2022

Spring 2023

1/23/2023
2/6/2023
2/13/2023
2/27/2023
3/13/2023
3/27/2023
4/10/2023
4/24/2023
5/8/2023

Curriculum Office Deadlines for 22-23

1. 8/25/22--Regular DE paperwork due for S 23 schedule
 2. 11/1/22--Courses seeking GE for Fall 2023
 3. 12/23/22-All Course, Certificate and Major changes
1/26/23--Regular DE paperwork due for F 23 schedule
 4. 3/31/23--New UC-Transferable Courses for F 24
effective date
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Credit Hour Calculation

To Calculate Units :

$$\frac{[\text{Total Contact Hours} + \text{Outside-of-class Hours}]}{\text{Hours-per-unit Divisor (52.5)}}$$

Academic Activity	Weekly Contact Hours	Weekly Outside-of-class Hours
Lecture (Lecture, Discussion, Seminar, and Related Work)	1	2
Activity (Activity, Lab/w Homework, Studio, and Similar)	2	1
Laboratory (Traditional Lab, Clinical, and Similar)	3	0

[Curriculum Website Unit / Load Calculator](#)

Why are local Senates and Curriculum Committees subject to the Brown Act?

- “The legally mandated joint action to be taken by the faculty of a community college and a district board in establishing an academic senate constitutes the requisite “formal action” contemplated by [the Brown Act].”
- Attorney General Opinion No. 83-304 (1983)



What does the Brown Act Require?

Effective Notice for Regular Meetings

Government Code §54954.2

Key Points

- Regular Meeting Agendas must be posted 72 hours
- Must state meeting location and time
- Must be “freely accessible to the public”
- Cannot be posted *solely* on internet website

