



DISTRICT MISSION, VISION, AND VALUES

THE MISSION OF THE SONOMA COUNTY JUNIOR COLLEGE DISTRICT IS:

Santa Rosa Junior College transforms the lives of our culturally rich student body, employees, and community by cultivating a welcoming and antiracist environment, centered on social responsibility and cultural awareness. We offer exceptional teaching and learning in support of associate degree, certificate, transfer preparation, workforce preparation and community education programs, integrated with comprehensive student support services.

THE VISION OF THE SONOMA COUNTY JUNIOR COLLEGE DISTRICT IS:

Santa Rosa Junior College commits to setting the standard in cultivating an accessible, open, barrier-free, sustainable environment for students, employees, and the community. The college envisions equitable, impactful, transformative, enriching, and holistic learning opportunities that inspire our students to thrive.

SONOMA COUNTY JUNIOR COLLEGE DISTRICT VALUES:

A Healthy and Resilient College grounded in kindness, innovation, collaboration, and restorative justice that identifies and removes oppressive structures;

Teaching and Learning that encompass excellence, freedom, and responsibility in academics that promote civic engagement, a love of learning, and success for all students;

Community Engagement and Relationships founded on cultural competency, trust, embrace of difference, and interconnectedness;

Wellbeing centered on the physical and mental wellness of all members of our community;

Integrity that emphasizes honesty, transparency, and ethical engagement;

Presentation Outline



SRJC Curriculum Review Committee (CRC)
Function



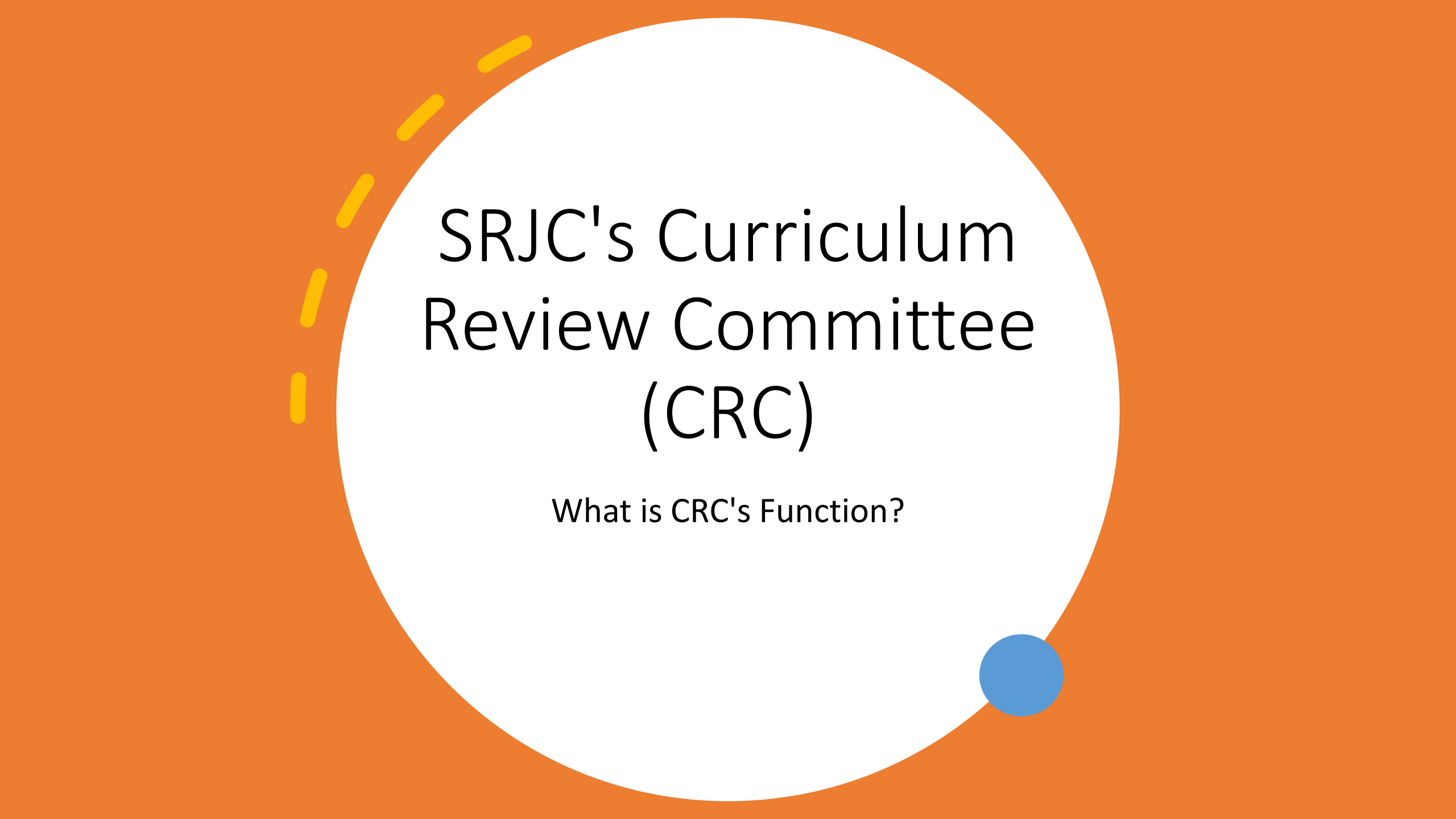
CCCCO Annual Certification



Individual Reading and Group Discussion—
Sample COR and CRC Checklist



CRC Agenda Walkthrough




SRJC's Curriculum Review Committee (CRC)

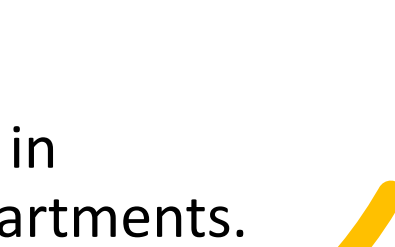
What is CRC's Function?

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.



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.
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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. This person serves as a co-chair with the cluster dean.



All actions taken by the Curriculum Review Committee are subject to review by the Academic Senate.

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;

CRC's Responsibilities are to:

Create
and
maintain

forms and processes for course approval including Distance Education offerings;

Consult

with faculty who are developing and revising courses and programs;

Facilitate

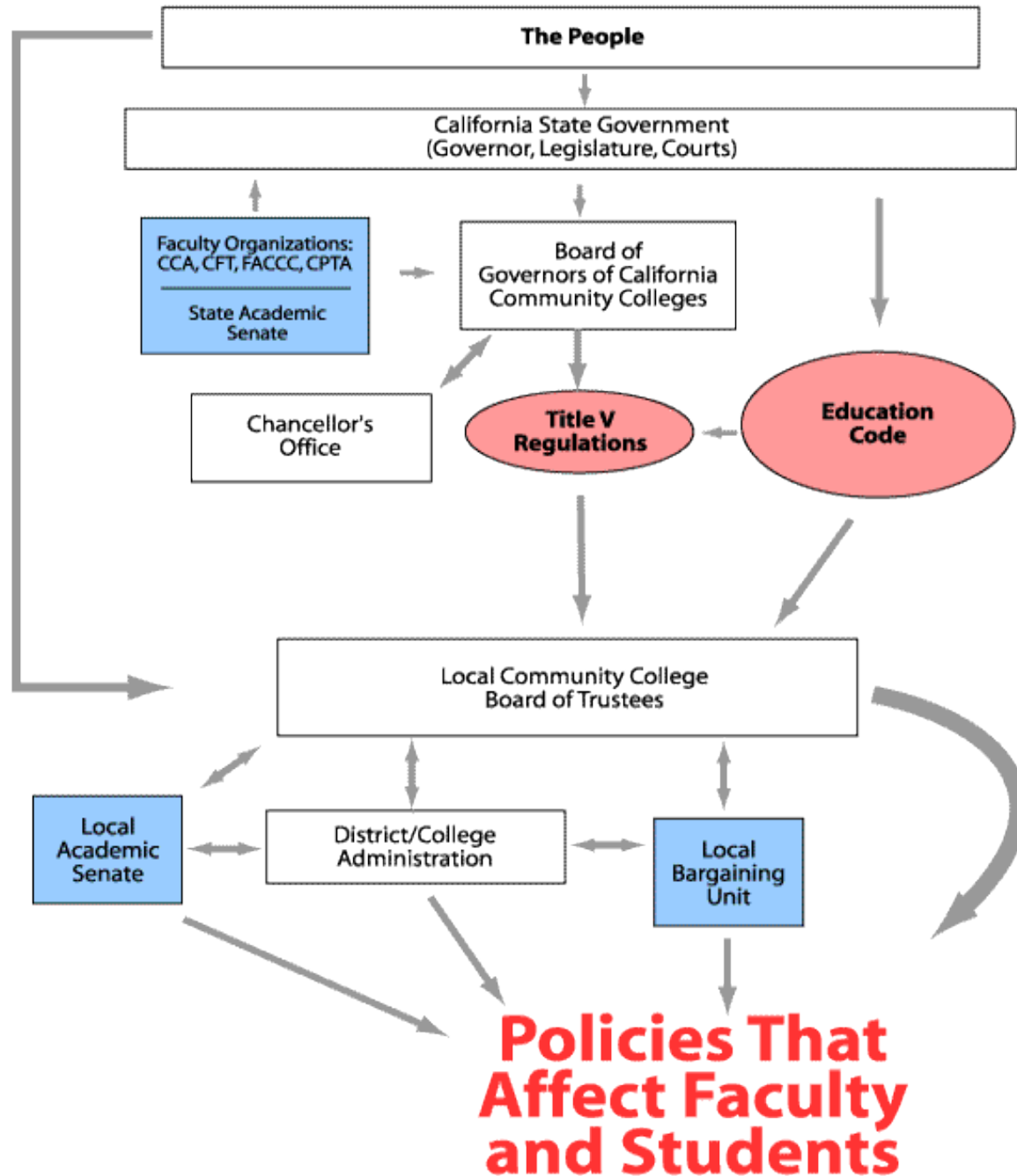
discussion and decision-making regarding curriculum at SRJC; and

Maintain

clear communication with the Academic Senate.

Governance of California Community Colleges

Pass cursor over image to see description





Federal

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

State

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

Local

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



CCCCO Annual Certification

Required Training

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CCCCO ANNUAL CERTIFICATION

[Title 5 §55002](#)
[CCCCO Memo](#)

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.



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.

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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

Course Outline of Record Checklist



- **Read assigned section of checklist based on Starburst color selected at beginning of meeting.**
 - Yellow---Course Title, Description, and Prerequisites
 - Pink---Student Learning Outcomes and Objectives
 - Red---Topics and Scope
 - Orange--Assignments and Methods of Evaluation (MOEs)

Sample Course Outline of Record

Step One:

Individually read your assigned section and note any:

- Questions
- Suggestions
- "Aha's"

Step Two:

With your group, discuss suggested revisions you would make to faculty submitter.

Please share one comment with whole group.



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

- 1st and 3rd Mondays at 3:15
 - (Sometimes on Tuesdays)
- Business Items
- Action Agenda
- Consent Agenda
- Programs





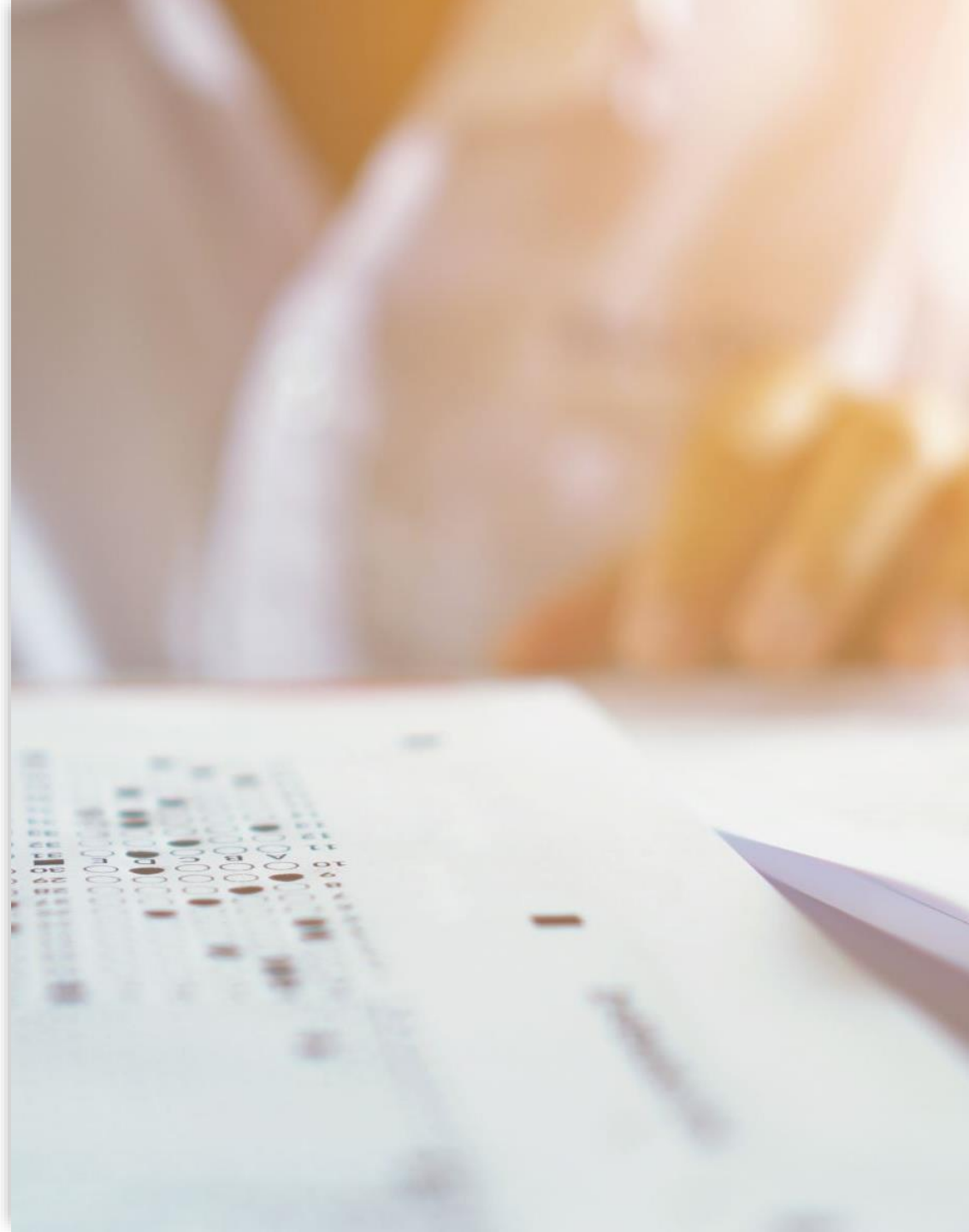
Agenda Categories

- Call to Order once quorum is reached
- Announcements (includes overview of courses in need of updating by cluster)
- Public Comments
- Business Agenda
 - Business Item Example: Disciplinary Overlap Process
- Action Agenda - We vote on every item in the action agenda
 - New/Reinstated CORs
 - Revisions to existing CORs
 - Inclusive of Content Review Forms

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 inactivation
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The Consent
Agenda:

Majors and
Certificate Recommendations

New Non-Credit Certificates

New Majors/Certificates

Revised Majors/Certificates



Technical

Corrections Majors/Certificates







Questions/Additions/Clarifications




Chancellor's Office Related Resources and Links



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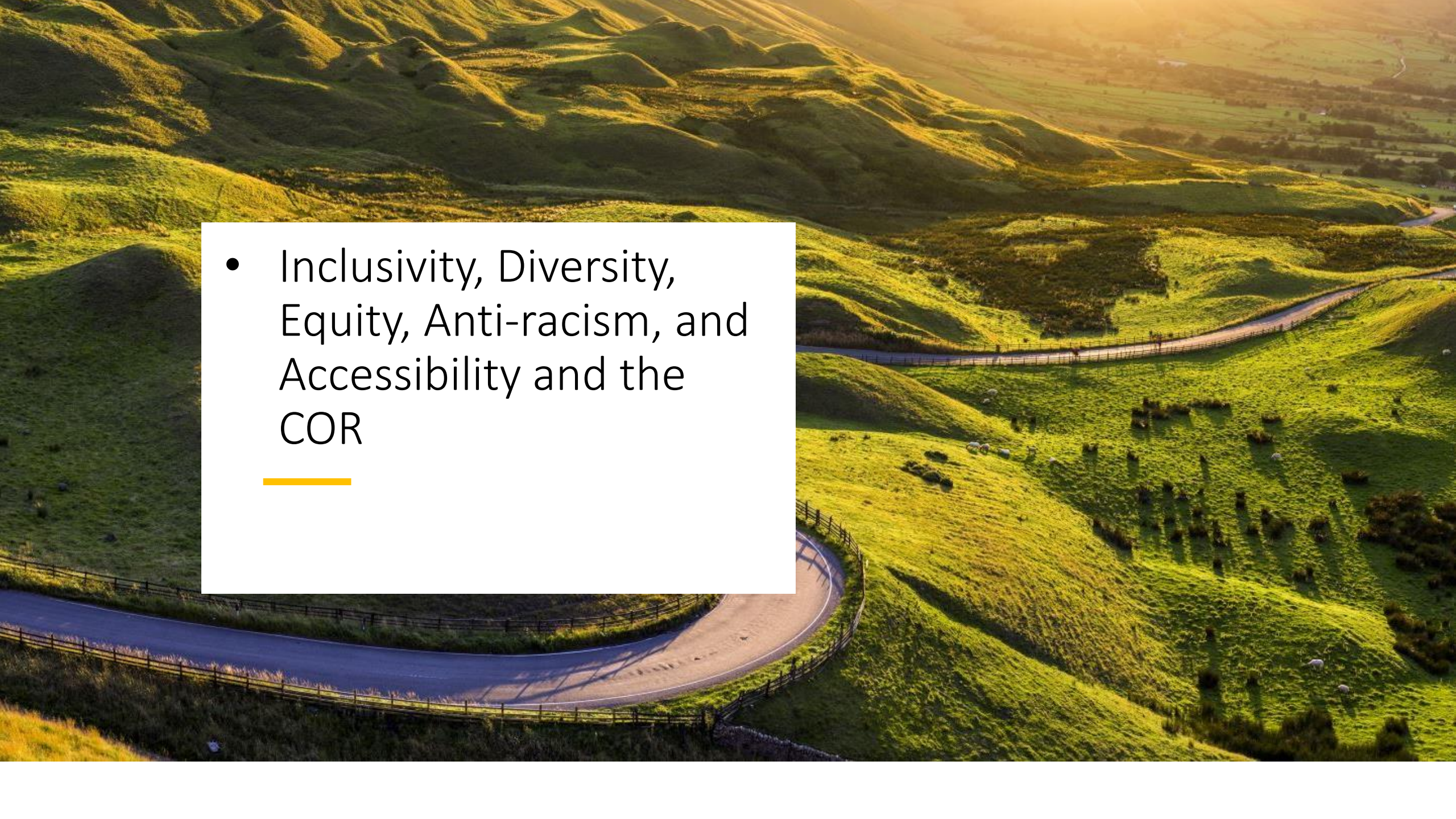
Brown Act Resources

- 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
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SRJC Curriculum Resources

- Curriculum Review Committee Function
 - SRJC's Curriculum Writer's Handbook
 - Appendix E = SRJC's Course Review Checklist
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- An aerial photograph of rolling green hills under a warm, golden light. A paved road winds through the landscape, bordered by a wooden fence. In the foreground, a herd of cattle is grazing in a lush green field. The hills in the background are covered in dense vegetation and show signs of erosion with their rounded shapes.
- Inclusivity, Diversity, Equity, Anti-racism, and Accessibility and the COR





SRJC's Canvas Course—August 24-September 7

SRJC's CRC Meeting Dates 2023-2024

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

Fall 2023

08/14/2023
08/28/2023
09/11/2023
09/25/2023
10/09/2023
10/23/2023
11/13/2023
11/27/2023

Spring 2024

01/22/2024
02/12/2024
02/26/2024
03/11/2024
03/25/2024
04/08/2024
04/22/2024
05/13/2024

Curriculum Office Deadlines for 23-24

1. 12/08/23—All **Certificates and Majors** for Fall 2024
2. 10/02/23—All **Courses** for Fall 2024, except:
 1. 08/22/23—**DE** paperwork due for Spring 2024
 2. 10/23/23—**DE** paperwork due for Fall 2024
 3. 11/01/23—Courses seeking **GE** for Fall 2024
 4. 03/29/24—**New UC-Transferable Courses** for Fall 2025

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](#)