



# Curriculum Review Committee Training 2026-2027

# Presentation Outline



CCCCO Annual Certification



SRJC Curriculum Review Committee  
(CRC) Function



CRC Agenda Walkthrough



Canvas Course Shell- COR Checklist

# STRATEGIC PLAN

[HOME](#)[OVERVIEW](#)[RESOURCES](#)[COORDINATING COMMITTEE](#)[SUGGESTIONS](#)[PRIOR TOWNHALL INFORMATION](#)[ARCHIVE 2014-19 STRATEGIC PLAN](#)

## 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;



# 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 \(PCH\)](#)
  - Ensure that all Curriculum Review Committee members have received training in **Title 5, Section 55002 and PCH**

# 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 CCCCCO 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.



## Federal

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

## State

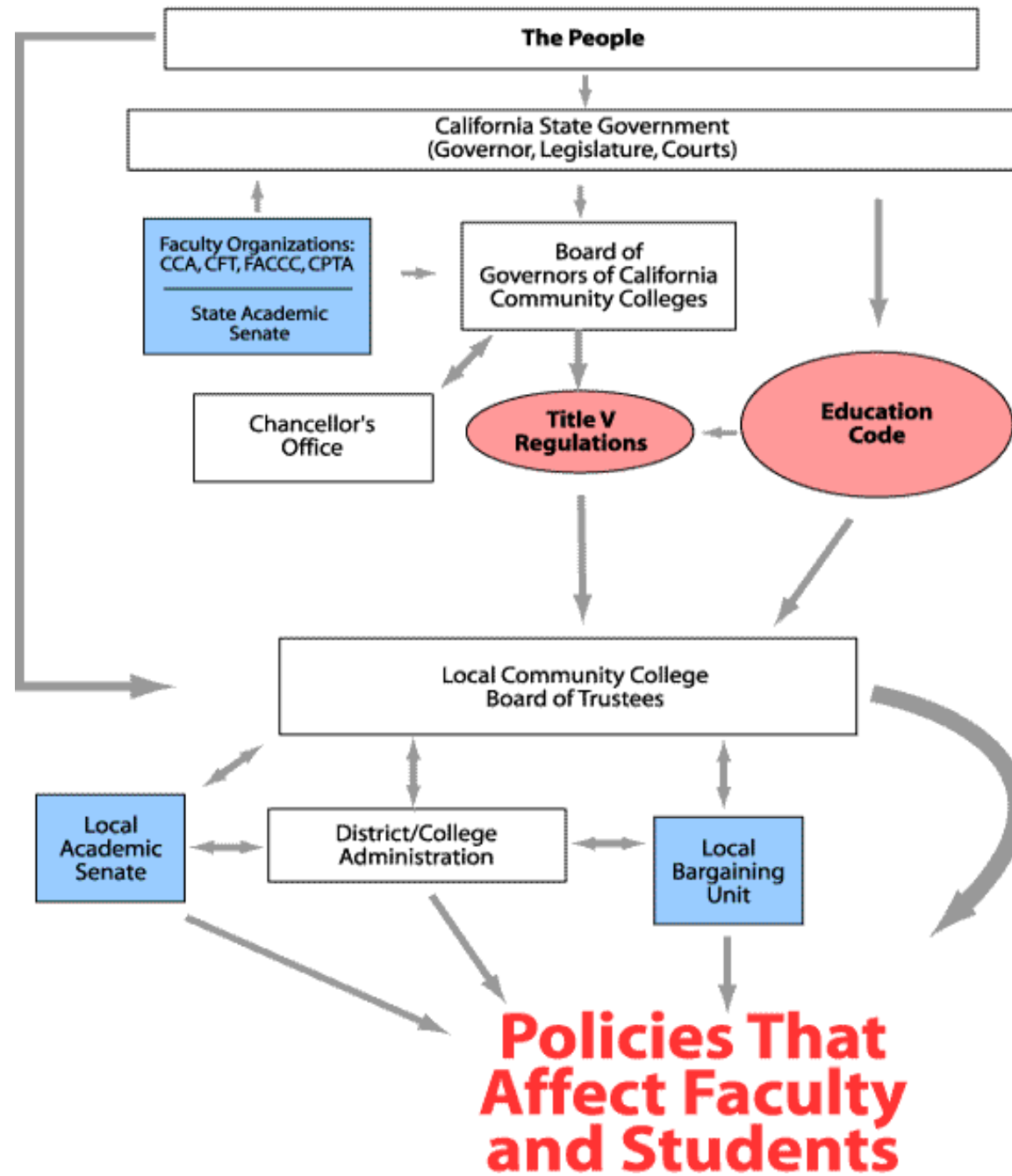
- Ed Code
- Title V Regulations
- CCCCCO
- PCAH
- ASCCC
- UC/CSU

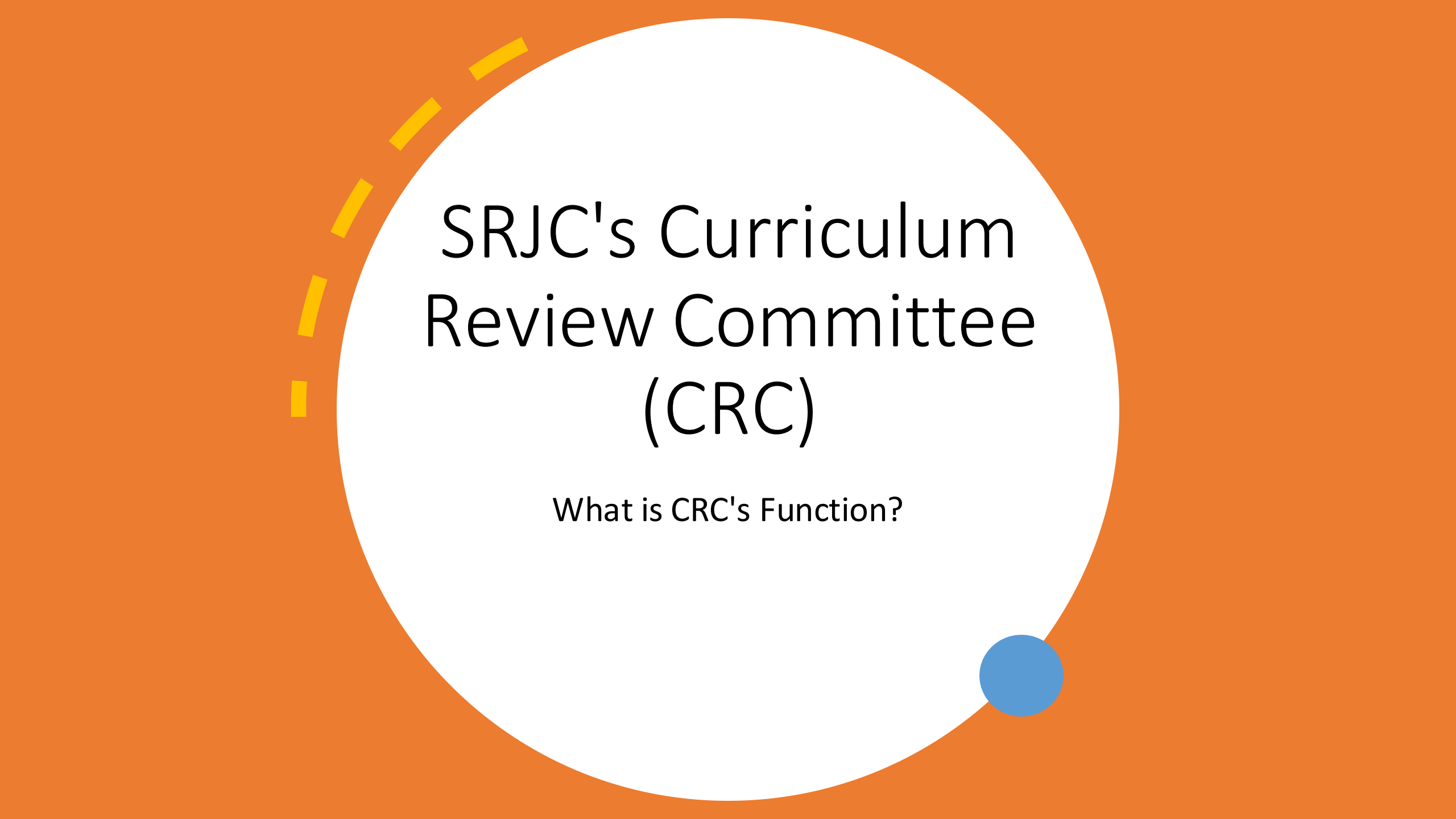
## Local

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

# Governance of California Community Colleges

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# SRJC's Curriculum Review Committee (CRC)

What is CRC's Function?

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# Curriculum Basics

- Six 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.

See [PCAH, 9th Edition](#)

(section 1.2.2)

- Appropriateness to Mission
- Need
- Curriculum Standards
- Adequate Resources
- Compliance
- Equity & Accessibility

# 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 General Education (GE) requirements for the
- Associate Degree;
  - CalGETC GE pattern; and
  - SRJC's Local GE pattern 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.
    - integration of IDEAA principles
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# **CRC Meeting Dates 2026-2027**

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

## **Fall 2026**

09/14/2026

09/28/2026

10/12/2026

10/26/2026

11/09/2026

11/23/2026

11/30/2026 or 12/07/2026

## **Spring 2027**

01/25/2027

02/08/2027

02/22/2027

03/08/2027

03/29/2027

04/12/2027

04/26/2027

05/10/2027

# 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.

# 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 |
|--------------------------------------------------------------------|----------------------|-------------------------------|
| <b>Lecture</b><br>(Lecture, Discussion, Seminar, and Related Work) | 1                    | 2                             |
| <b>Activity</b><br>(Activity, Lab/w Homework, Studio, and Similar  | 2                    | 1                             |
| <b>Laboratory</b><br>(Traditional Lab, Clinical, and Similar)      | 3                    | 0                             |

[Curriculum Website Unit / Load Calculator](#)



# CRC Agenda Walkthrough

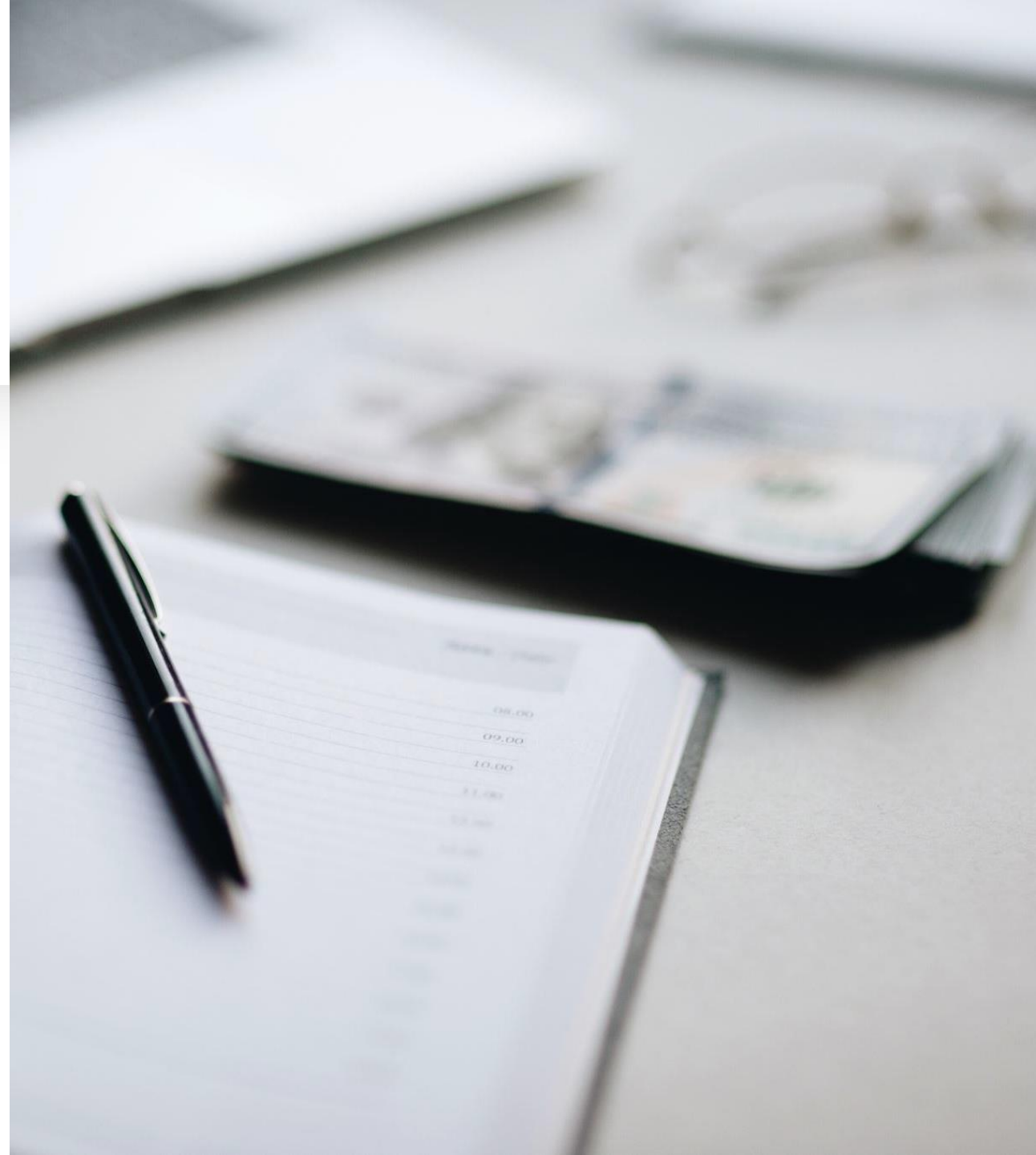
# Appointed Bodies – Standing Committees

- Standing Committees of a legislative body are **ALWAYS** subject to the Brown Act. Examples:
  - long-term committees, such as Curriculum Review Committee
- 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



# Agenda-Setting Meetings

- 1st and 3rd Mondays at 3:15
  - (Sometimes on Tuesdays)
- Business Items
  - Distance Education form, Handbook Updates
  - CRC members can suggest topics
- Action Agenda
- Consent Agenda
- Programs





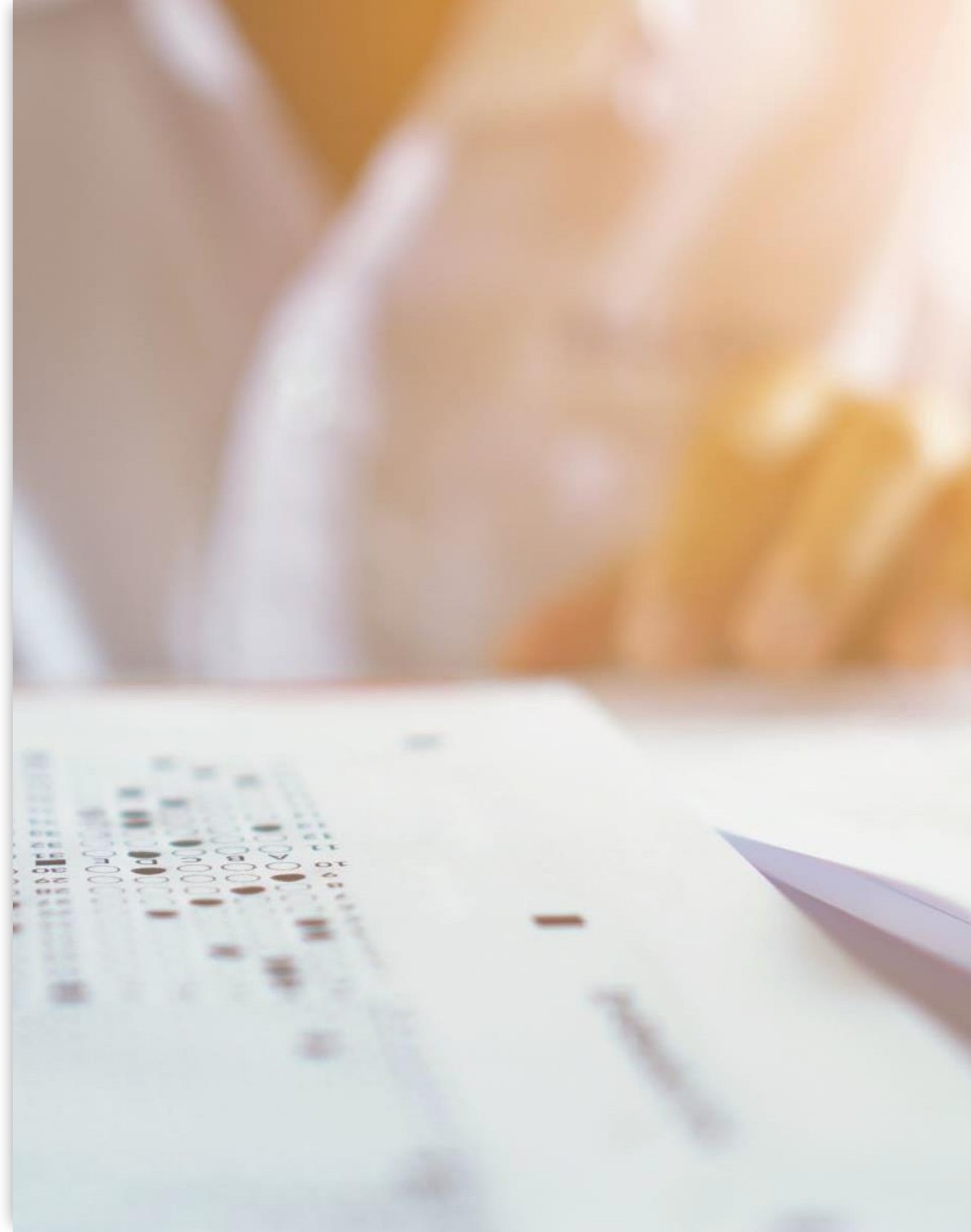
## Agenda Categories

- Call to Order once quorum is reached
- Announcements (includes overview of courses in need of updating by cluster)
- Public Comments
- Business Agenda
  - CRC Members invited to add discussion topics to ongoing list
- 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

CTRRC rep introduces  
course makes motion for course  
approval

Another 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 or as  
close to 10 minutes as possible

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
- 



## The Consent Agenda:

Majors and  
Certificate Recommendations

New Non-Credit Certificates

New Majors/Certificates

Revised Majors/Certificates

Technical

Corrections Majors/Certificates





# CRC Canvas Course Shell

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## SRJC's Curriculum Review Committee's Canvas Course Shell

- Modules
    - Curriculum Review Resources
      - Chancellor's Office
      - ASCCC
      - SRJC
        - Appendix E-Course Outline of Record Checklist
      - Articulation
    - SRJC's Training Materials
    - ASCCC Curriculum Institute PowerPoints
    - IDEAA and Course Outline of Record
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# 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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Questions/Additions/Clarifications

