

A. Timing of New Course Announcement:

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 no disciplinary overlap; and
2. Create initial course draft in SIS.
3. To announce a New Course, the department must send an email introducing the proposed course during the Fall or Spring semester; the email must be sent out no later than the end of Week 12 in fall or spring semester to the following distribution lists:
 - a. DL.STAFF.FAC.ALL
 - b. DL.STAFF.ADMIN.CHAIRS
 - c. DL.CMTE.CRC
4. The email must include:
 - a. the proposing department;
 - b. the course prefix and number(s);
 - i. If the course has both CSU and UC number, both numbers should be included in this announcement.
 - c. the course title;
 - d. the number of units;
 - e. the catalog description;
 - f. if applicable, the name of the program to which the course belongs;
 - g. a link to most recent draft of Course Outline of Record; and
 - h. the CRC-approved statement below:
 - i. If a faculty member perceives a conflict regarding discipline or duplication of courses or course content while consulting with their department chair, the faculty member and/or department chair must notify the Curriculum Office of perceived conflict within 15 instructional days of the announcement or the end of Week 15 of the semester, whichever comes first.

B. Course Number Change Announcement:

1. To announce a proposed course number change via email, the department must send an email introducing the new proposed course number during the fall or spring semester; the email must be sent out no later than the end of Week 12 in fall or spring semester to the following distribution lists:
 - a. DL.STAFF.FAC.ALL
 - b. DL.STAFF.ADMIN.CHAIRS
 - c. DL.CMTE.CRC
2. The email must include:
 - a. the proposing department;
 - b. the course prefix and number(s);

- i. If the course has both a CSU and UC number, both numbers should be included in this announcement
- c. the course title;
- d. the number of units;
- e. if applicable, the name of the program to which the course belongs;
- f. a link to most recent draft of Course Outline of Record; and
- g. the CRC-approved statement below:
 - i. If a faculty member perceives a conflict regarding discipline or duplication of course content, while consulting with their department chair, the faculty member and/or department chair must notify the Curriculum Office of the perceived conflict within 15 instructional days of the announcement or the end of Week 15 of the semester, whichever comes first.

C. Disciplinary Overlap:

1. If a faculty member and/or department chair perceives a conflict regarding disciplinary overlap or duplication of courses following a New Course or Course Number Change Announcement, they must contact the Curriculum Office within 15 instructional days of the date of the New Course or Course Number Change Announcement.
2. 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 department to the meeting. Meeting parameters include the following:
 - i. 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.
 - ii. If the submitter chooses not to meet, they waive the right for the course to move through the proposal process.
 - iii. 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.
 - iv. Meeting minutes required to capture main points of discussion and can be used if subsequent meetings are required. These minutes may also be made available to the CRC if this issue goes to CRC and to the Academic Senate if needed.
 - v. If no resolution is reached in the meeting between faculty submitters, the issue moves to a CRC Action Agenda under Business Items.

b. Timeline

- i. Ideally, if time and schedules allow, meeting between discipline representatives occurs by the end of Week 17.
 - a. If a meeting is not possible by the end of Week 17, meeting between discipline representatives occurs by the end of Week 2 of the following semester.
- ii. If issue remains unresolved, the item will be placed on CRC Business Action Agenda at CRC's 2nd meeting of the semester.
- iii. If issue remains unresolved, the item is then moved to Academic Senate.

c. CRC Process

- i. Co-Chairs place "Disciplinary Conflict Item" on Action Agenda in the Business item section.
- ii. CRC uses standard meeting procedures to introduce the agenda item, discuss it, and hold a vote. This discussion of discipline overlaps and resulting decisions will center on content of the COR in question; non-curricular issues will not detract from the focus on the course content and its relationship to the disciplines under discussion. Based on CRC Bylaws, a majority vote will determine resolution.
- iii. In the case of a tie, the issue may be referred to the full Academic Senate according to Senate Bylaws, Article III: Section 1.