

Greetings,

As per board policy 3.12P, the Curriculum Review Committee Faculty Co-chair is responsible for updating SRJC's Curriculum Writer's Handbook. Over the past year, I have worked with several colleagues in updating our handbook, so it reflects the most recent legislation, Chancellor's Office Program and Course Approval Handbook, ASCCC Resolutions, and articulation agreements. The main steps in the process are noted below.

1. Read 2007-2010 handbook, which is our most recent CRC- and Senate-approved handbook and updated drafts of this version.
2. Met with Curriculum Office Specialists throughout the fall to review key sources that inform curriculum, including new legislation, Program and Course Approval Handbook updates, and ASCCC resolutions.
3. Met with Distance Education Director and Articulation Officer for guidance on Distance Education and General Education sections.
4. Sought additional information from ASCCC President, Curriculum Co Chair listserv, and Chancellor's Office Dean of Curriculum
5. At 1/25/21 CRC meeting, I shared highlights of 'working draft' of the handbook; shared the working draft with CRC via e-mail on 2/1/21 to solicit feedback.
6. Integrated feedback and sent CRC an updated draft on 3/4/21, which we discussed at 3/8/21 CRC meeting.
7. At the 4/12/21, CRC voted to approve the Writer's Handbook.

Moving forward, since the handbook lives online, required changes (e.g. Title 5 or articulation updates) can be made, and the Academic Senate notified, in real-time. This will keep the handbook and our processes current, which will support the SRJC community as it develops new courses in existing departments and most immediately for new Ethnic Studies courses for the GE Area F requirement.

Should you need more information about the handbook, please let me know.

Ann Foster