

Academic Senate-Curriculum Review Committee Update

Curriculum Writers Handbook-2024-2025 Updates

3.12P "SRJC curriculum processes, procedures and guidelines are maintained and regularly reviewed and revised (as needed) by the Curriculum Review Committee and are detailed in the SRJC Curriculum Writers Handbook. Keeping the Handbook up to date is the responsibility of the Faculty Co-Chairperson of CRC and Curriculum Office Administrator. The Handbook is subject to approval and adoption by the Academic Senate and is available for review online."

2. [Current Curriculum Writers Handbook](#)-AY 2021-2024

- Originally approved by Senate in May 2021
- Revision approved by Senate in September 2022
 - Disciplinary Conflict Overlap Process added

3. Academic Year 2024-2025 Proposed Updates

- Section 1- Overview of Curriculum Review Structure
- Section 2- California State Requirements for Course Approval
- **Section 3-** Curriculum Development and Approval Process
 - Initial Steps in New Course Development or Revision
 - Initial research
 - Disciplinary Conflict Overlap
 - Forms and Signatures

- **Section 4-** Section 4 Components of the Course Outline of Record
 - IDEAA principles in COR review (guidance only)
 - COR Components
 - Student Learning Outcomes
 - Information about 4-year cycle
 - Revise for clarity
 - Revise to encourage SLOs that can be assessed within scope of course
 - Update Preamble to reflect CRC-approved version
 - *At the conclusion of this course, the student should be able to*
 - Open Educational Resources
 - Standard Citation Format

- Section 5- Certificates and Majors
- Section 6- Additional information about Courses (e.g., General Education)
- **Section 7-**Glossary
 - Additions to Glossary based on above updates
 - (e.g., Open Educational Resources)
- **Appendices**
 - Revision of Appendix D- Best Practices for Cluster Tech Review Committees
 - Revise

- Revision of Appendix E-Cluster Tech Review Checklist
 - Addition of an Appendix I to include resources for integrating IDEAA principles into Course Outlines of Record