

Los Rios Community College
District Curriculum Coordinating Committee
Policy 08-ThemeBlock-001

Overview

This District Curriculum Coordinating Committee (DCCC) policy outlines the recommended steps for processing new Thematic Blocks within the current district Curriculum Management Software (CMS).

- Step 1: Faculty members who wish to add a new thematic block to an existing course designator must contact the spokespersons for the affected departments at the other three colleges in Los Rios (wherever applicable) and ask for their opinions and approval. Please let them know that the formal proposal will be following.
- If the course designator isn't used by any of the other colleges, no contact is required.
- Step 2: Faculty members (or their designee) must complete the Thematic Block Proposal Form found on the DCCC web site. Please be as complete as possible and include the rationale for change, any courses being planned in the new block (include designator, number and title), and any other considerations which are applicable.
- Step 3: Send the completed Thematic Block Proposal Form to the college curriculum chair and the faculty contact persons at the other schools. Ask the faculty contact persons for their approval with a cc to the college curriculum chair, if not already received.
- Step 4: Once the college curriculum chair receives the proposal, they may place it on their agenda. The chair should send a copy of the proposal to the other college curriculum chairs and the DCCC chair. In the notice, they should indicate when the proposal will be reviewed by the college curriculum committee and ask that any concerns be sent to them in enough time to resolve the concerns before the college curriculum committee acts on the proposal.
- Step 5: Once the college curriculum committee approves the proposal, the college curriculum chair submits the proposal to the DCCC for their next meeting.
- Step 6: The DCCC reviews the proposal and approves (all concerns should have been addresses and resolved by this step). After DCCC approval, the DCCC chair submits the proposal to the CMS programmer for implementation.