

Los Rios Community College
District Curriculum Coordinating Committee
Policy 09-CrsDesig-001

Overview

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

- Step 1: Faculty members who wish to add a new course designator must contact the spokespersons for the affected/related 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.
- Step 2: Faculty members (or their designee) must complete the New Course Designator Proposal Form found on the DCCC web site. Please be as complete as possible and include the rationale for the new designator, list the proposed thematic blocks, and all courses (both new and existing) being planned in the new designator (include designator, number and title). Any other considerations to assist in the processing of the new designator would be helpful.
- Step 3: Send the completed New Course Designator 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 addressed and resolved by this step). After DCCC approval, the DCCC chair submits the proposal to the CMS programmer for implementation.