

## Un-Crossed Listing Method

March 8, 2015

For courses that were UN-cross listed, the earliest that they can be RE-cross listed is for Fall 2017. The following is method and timeline for this process. Note that this process only applies to RE-cross listing of recently un-cross listed courses and also that this process will expire May 2nd 2016. Any cross listings that come about after that day will be considered as a NEW cross listing and the process for that will become available at a later date.

1. The Curriculum Committee Co-Chairs (and/or Senate Officers) will meet with each department who has uncrossed courses to discuss the opportunity to reinstate cross-listing. If the departments decide to RE-cross, the departments are asked to submit a justification for re-crossing. The department will be provided with course data to review and reflective question\* as part of the process. The department will be asked to follow the timeline in Step #2. If the department decides not to Re-cross, a memo will be sent to the Curriculum Committee Co-chairs informing of the department's decision.

2. Follow-up with the Curriculum Committee.

2.1 A hardcopy memo must be submitted to the curriculum office ***no later than May 2nd 2016 5:00 p.m.*** This memo must indicate the following: a) Course number and title of parent course b) course number and title of child course c) name, phone number, email ID of parent course initiator d) name, phone number, email ID of child course initiator e) signatures of all concerned course initiators and deans

2.2 Curriculum office will take the necessary steps to replicate the parent course to create a child course in ECMS.

2.3 The cross listed courses will then be approved at the curriculum meeting.

2.4 Renee will re-submit the courses for articulation.

2.5 Mary will re-submit the courses to the board for their approval.

2.6 Mary will then request re-submission and re-activation for the courses to the state for their approval.

2.7 Once the state approval has been obtained, the courses will be placed in the 2017-18 catalog.

2.8 Child courses will enter the same review cycle as the parent courses.

The Senate Officers and Curriculum Co-Chairs are also requesting the development of a taskforce to address the following charge: reduction of workload for classified professional and addressing scheduling issues. The taskforce will be comprised of 1-2 representatives of the departments affected by cross listing, 1-2 senate officers, Curriculum Office representatives (including our Articulation Officer) and the V.P. of Instruction.

\*Reflective question:

(1) In what ways the RE-cross listing of courses would benefit the students in your department?