

Flow Chart for Competency Requests

- 1) Curriculum Developer submits competency request in SOCRATES.
- 2) Articulation Officer receives the competency request and submits it to the Curriculum Chair.
- 3) The Curriculum Chair submits the course and the curriculum developer's name to the appropriate faculty competency chair and to the District Curriculum Coordinating Committee (DCCC) Chair.
- 4) Submission dates should have been distributed by the competency chairs by September 1 (Fall) and February 1 (Spring). Notification should be made to the DCCC Chair who will notify DCCC members, LRCCD Articulation Officers, and District Academic Senate (DAS) members.
- 5) Competency Committees should schedule meetings to review courses for competency prior to the December DCCC Meeting (Fall) and the May DCCC Meeting (Spring). Notification should be made to the District Curriculum Coordinating Committee (DCCC) Chair who will notify DCCC members, LRCCD Articulation Officers, and District Academic Senate (DAS) members.
- 6) Competency Committees will access the COR (Course of Record) Outline in SOCRATES to review the course for competency.
- 7) Competency Committee Chairs will report their decisions at the December DCCC Meeting (Fall) and at the **last** DCCC Meeting (Spring). DCCC Chair will include the Competency Reports in the DCCC report to the DAS.

