

Modesto Junior College Curriculum Committee

Content Overlap Process/Procedures

During the development of a course outline, developers consider whether the content of a proposal may overlap the content subject matter of another department. Such overlap is a very common occurrence, and many proposals are approved with overlapping content. The following sections discuss the mechanics and principles to be applied in reviewing content overlap.

Content Overlap Review Process

1. Course outline developers consider whether their proposed content overlaps with content taught in one or more other divisions. If overlap is possible, developers should ask their curriculum representative to discuss the proposed course with the curriculum representative(s) of the potentially overlapped discipline(s). Names of individuals involved with these discussions as well as notes of these discussions are entered into the course proposal in eLumen. Notes should include the date and discussion format (e.g. meeting, phone call, or email).
2. Curriculum representatives review and approve course outlines before they are considered by the Curriculum Committee. During review, curriculum representatives are required to similarly consider whether there is any unrecognized proposed content overlap with content taught in one or more other disciplines, and, if so, consult with the potentially overlapped disciplines, using the Content Overlap Principles document to justify the overlap.
3. Division deans review and approve course outlines before they are considered by the Curriculum Committee. During review, division deans should similarly consider whether there is any unrecognized proposed content overlap with content taught in one or more other divisions, and, if so, encourage their curriculum representative to consult with the potentially overlapped discipline(s).
4. Once course outlines are approved and forwarded by the dean through eLumen, they undergo technical review. The Curriculum Committee members conducting this technical review will also consider whether proposed content overlaps with content taught in one or more other disciplines. If potential content overlap is found that has not already been identified by the originator, the Technical Review Chair will advise the proposing discipline to consult with the potentially overlapped discipline(s).
5. The Curriculum Committee meeting agenda is posted online 72 hours prior to the meeting. Curriculum Committee members should review the proposed agenda for proposals that may overlap their discipline(s). Course proposal workflows are available for review in eLumen in the Curriculum Committee member role when the agenda is published, or in some cases, 24 hours prior to the meeting agenda being published.
6. Curriculum Committee members may view the proposed course outline in eLumen. As part of their review, members should review course proposals for potential content overlap. If potential content overlap is seen during review, Curriculum Committee members are encouraged to make reviewer comments prior to the meeting in the Curriculum Committee member role in the eLumen course proposal workflow.

7. A Curriculum Committee member may pull the course proposal and/or raise a question during the Curriculum Committee meeting. Pulling the course proposal for discussion will then be considered a first reading of the proposal and will be placed on a future agenda for a second reading if the motion for approval of the first reading passes at the meeting. Pulling the course for discussion may trigger the mediation process, depending on the reason for pulling the course. See #1 in Negotiations and Curriculum Committee Review, below.
 - a. The Mediation Committee would report out at next regular meeting after mediation
 - b. Second reading would happen at second regular Curriculum meeting after mediation
8. Curriculum Committee meetings are open to all members of the Modesto Junior College community. If a stakeholder feels that a proposed course outline overlaps their discipline(s), the stakeholder or designee may attend the meeting and raise this question.

Responsibilities of Reviewing Divisions

When reviewing a proposed course outline for overlap, a reviewing department may determine that (1) no content overlap exists, (2) the content overlap is acceptable, or (3) the content overlap is inconsistent with the college's Content Overlap Principles.

- If no content overlap exists or if the content overlap is acceptable, the proposal originator will record that information along with the name of the chair consulted on the content overlap section (Consultation) of the course proposal in ELumen, along with the date and type of contact (meeting, phone call, email). This information helps inform Curriculum Committee members who might otherwise have content overlap questions.
- If a department feels that the content overlap is inconsistent with the Content Overlap Principles then they shall articulate their concerns to the proposing department, using the principles as the basis of their review. Any negotiation on content overlap between divisions will be conducted using the process outlined below.
 1. If the course title or catalog description contains reference to overlapping content, the course title or catalog description should provide students with clear and logical information regarding overlapping content to ensure that students understand the relationship of a course's content to the student's educational goals.
 2. When courses are revised, the review of content overlap should address the extent to which the revisions maintain the original scope and framework of the course.

Negotiations and Curriculum Committee Review

Reviews for content overlap should be handled at the lowest level possible:

1. Ideally, the discussions of content overlap should involve the faculty originator, curriculum representatives, and deans of the relevant discipline(s) and their respective

division(s). Where appropriate, deans are encouraged to rely on the subject matter expertise of the members of their divisions.

If divisions are unable to reach consensus, then a mediation meeting will be called within 30 days. Either curriculum representative may ask for the mediation meeting. The meeting will be attended by the deans of the two divisions, one faculty member from each department, and three voting Curriculum Committee members from outside of the department in which the course proposal is submitted. Curriculum Co-Chair accepts volunteers or appoints members to participate. VPI and the Academic Senate VP may also be a part of the mediation if they desire.

2. The two divisions will present their opinions of the course in question, using the Content Overlap Principles as the basis of their discussion. Ideally this meeting will result in a mutually agreeable solution. If no mutually agreeable solution is found, then the three Curriculum Committee members will confer and inform the two divisions of their assessment.
3. Regardless of the outcome of the mediation meeting, the proposing discipline may submit their course outline to the Curriculum Committee for review. If the mediation meeting did not result in a mutually agreeable solution, then the following process will be used when discussing the proposed course at the next Curriculum Committee meeting:
 - A maximum of three supporting presenters of the proposal and a maximum of three opposing presenters to the proposal may appear to speak to the issue, using the Content Overlap Principles as the basis of their presentation. Presentations are limited to no more than three minutes per presenter. Either the Curriculum Specialist or the Chairperson will time the presentations and inform the presenter if allotted time of three minutes has been reached.
 - The three Curriculum Committee members who were present at the mediation meeting will inform the Curriculum Committee of their assessment of content overlap.
 - The Curriculum Committee will then vote on approval of a first reading of the course proposal. If the motion passes, the course proposal will appear on the next available meeting agenda for a second reading to either approve the proposed course or remove the course from consideration. Courses removed from consideration may not be brought back to the Curriculum Committee for two years.