​**Majors and Certificates Review**

**Advisory to the Educational Planning and Coordinating Council**

The Majors and Certificates Review Committee fulfills the following functions:

1. Reviews all major and certificate applications of 8 units or more that will be submitted to the Chancellor’s Office for approval.
2. Work with the department and the faculty submitter(s) to assure that all applications meet Chancellor’s Office guidelines and any additional guidelines established by Santa Rosa Junior College.
3. Recommends that the Education Planning and Coordinating Committee forward to the Curriculum Review Committee those majors and certificates that are ready to be submitted for Chancellor's approval.
4. Makes recommendations regarding policies or procedures to improve the major or certificate development or review processes.

Important note: Per Board Policy 3.2.2 and Procedure 3.2.2P, the Academic Affairs Council and the Education Planning and Coordinating Committee recommend to the Senior Vice President of Academic Affairs whether or not a major aligns with District mission, responds to community needs, shows evidence of financial feasibility, avoids negative competition with other certificates and majors, and reflects appropriate business and industry partnerships. The decision to move ahead to develop a major is made by the Senior Vice President of Academic Affairs, not the Majors and Certificate Review Committee.