

Cross-Listing Policies and Checklist

BEFORE YOU BEGIN:

- Cross-listing courses should be done only when there is clear benefit to the students and both departments/disciplines are equally satisfied with the goals of the cross-listing.
- Cross-listed courses can cause challenges for students and for the college as needs change over time. These challenges can include issues related to FTEF/FTES, scheduling and staffing, and content or program evolution in one discipline.
- Some cross-listed courses are “owned” (fully staffed/scheduled/handled) by one department/discipline in the partnership (combined enrollment sections), while others are scheduled and staffed by both departments/disciplines (multiple sections of the course).
- Courses that are cross-listed between divisions can possibly create issues with content, minimum quals, etc. Discussion should occur about potential implications.
- Courses that cannot be cross-listed include: 197 and 295 courses and courses that satisfy different GE requirements.
- Cross-listing should be reserved for courses where content is nearly identical between disciplines, and there is a clear reason that both disciplines/departments need to have the course listed with their designator.
- Alternatives to cross-listing can include the option of including a course from another discipline/department in your program as a requirement for students.
- It is important for faculty originators of courses to reach out to colleagues in disciplines that may have an interest in or content expertise in the proposed course BEFORE pre-launching a course. These conversations do not necessarily need to lead to cross-listing.

If cross-listing is desired, faculty originators should follow these steps:

1. Review the types of courses that cannot be cross-listed (see above).
2. Have a documented conversation with colleagues in BOTH disciplines/departments about the need for cross-listing and the expected benefit to students. Consultation with the dean(s) may be helpful in this process. **If any of the following situations apply, STOP and do not cross-list the course:**
 - Is the content equally applicable to both disciplines/departments? **If not, STOP HERE. No cross-listing should occur.**
 - Is there a clear reason why the program could not include a course from another discipline/department? **If not, STOP HERE. No cross-listing should occur.**
 - Will students directly benefit from the cross-listing? **If not, STOP HERE. No cross-listing should occur.** Examples of benefits to students include: more sections of a course, increased availability, students can experience more diverse preparation and background or depth of analysis through interdisciplinary teaching, opportunities for more certificates, etc.

- Consult with the Articulation Officer to determine any articulation issues with CSU/UC in both disciplines. **If there are articulation issues, STOP HERE. No cross-listing should occur.**
 - Courses that are C-ID approved, prerequisites for a C-ID course, or a part of an ADT degree need special consideration. Links between courses that may fit into these categories may require substantial change at the Chancellor's Office. It is advised to wait for C-ID approval before offering the course.
- Look at the minimum qualifications for both disciplines. Are both disciplines OK with someone from the other discipline/department teaching this course? **If not, STOP HERE. No cross-listing should occur.** (Remember, there is no single-course equivalency. If someone meets minimum quals in a discipline, they can teach every course offered in that discipline. Consider the potential repercussions of this for staffing down the road.)

If any of the following situations apply, STOP and reconsider the need or benefit of cross-listing:

- Does this course satisfy a degree/program requirement in both disciplines? **If not, STOP HERE and reconsider the need for cross-listing.**
 - Are there outside agencies or accrediting bodies in either discipline who may disagree with the content or qualifications between the disciplines? **If yes, STOP HERE and reconsider the benefit of cross-listing.**
 - Is the proposed COR acceptable and applicable to both disciplines? **If not, STOP HERE and reconsider the need for cross-listing.**
 - Remember, we cannot have two individual courses with nearly identical content.
- 3.** If after the above discussion cross-listing is determined to be mutually agreeable:
- a.** Craft a statement about why cross-listing serves a purpose that cannot be served without the cross-listing. Address the issues discussed between departments. **This should be done BEFORE pre-launching the course.**
 - b.** Consider creating a cross-listing agreement between the disciplines that includes criteria that must be continually met or de-cross-listing will occur.
 - i.** Think about ownership of the course. Who will staff this class? Who will schedule this class? How will you determine which discipline gets the "prime-time" schedule? Who will take the lead on curriculum changes? Who will assess SLO's for this course?
 - 1.** This may require conversation with the dean(s).
 - ii.** It is recommended that this be documented and reviewed on a regular basis.
 - iii.** For courses that are already cross-listed, it is advised that this cross-listing agreement be created at the time of course review.
 - c.** Attendance at a Curriculum Committee meeting will be mandatory to go over the above issues with the committee.

- d. **Cross-listed courses must be reviewed by BOTH disciplines when a course is reviewed or changed, and the continued benefit of the cross-listing must be assessed at that time.**

De-Crosslisting (3 scenarios):

- Both departments/disciplines want to de-crosslist and agree about either deactivating the course or about which discipline will take over the class.
 - **Since everyone is in agreement, proceed with the de-cross-listing using the curriculum process.**
- Both departments/disciplines want to de-crosslist, but disagree about who gets the class or deactivation.
 - **Attempt to resolve the disagreement within the group, if no agreement can be reached, the Curriculum Committee will serve as the final decision-making body.**
- One department/discipline wants to de-crosslist and the other does not.
 - **The department/discipline who does NOT want to de-crosslist gets to keep/retain ownership of the class.**

With de-crosslisting, please be mindful of the ways that de-crosslisting can impact repetition guidelines, as well as program requirements. De-crosslisting may necessitate program changes.