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## Committee RECOMMENDATION FORM

**Academic Affairs**

**Institutional Support**

**Student Affairs**

**College Affairs**

**Recommendation:**

The Academic Affairs committee is recommending that COCC use "course outline" to identify institutionally approved elements of credit courses. To accommodate this request, it is being recommended that the following policy statement be included in the General Procedures manual:

**Policy/Standard Name:** Course Standards Statement and Outline

**Policy/Standard Identifier in GPM:** Procedure A-6-0

COCC is committed to a curriculum that through its performance, integrity and quality, promotes the transfer or career success of our students. To this end, our courses are based on defined student learning outcomes and assessment and continuous improvement.

The following guidelines support this effort:

- COCC credit courses adhere to College, state, and accreditation standards.
- Every active credit course will have defined and approved student learning outcomes which align with program and institutional outcomes and which are communicated to students.
- Every active course will have a current approved course outline that adheres to the format defined below and approved by Academic Affairs.
- Each course syllabus will incorporate the elements of the approved course outline that are described in the Syllabus Policy.

**Course Outline**

A course outline is a summary of the aspects of a course that are institutionally approved (through Curriculum Committee) and do not vary from one section or instructor, to another. Course outlines include:

- Title and Course Number
- Course Description
- Pre-requisites, co-requisites, and recommended preparation
- Credit hours
- Schedule type and contact hours (Lecture, Lab, Lecture/lab, etc.)
- Grade Mode
- Fee (future)
- Learning Outcomes
- Content Outline (or COG Themes/Concepts/Issues/Skills)
- Required materials (textbook, supplies, instrument, equipment)
- Assessment methods
- Degree Attributes (General Education/Related Instruction)

**Rationale:**

Course outlines are a common device in higher education to communicate essential elements of a course. Colleges use course

outlines to assist new faculty, to communicate course elements to other departments, and to communicate to Universities making decisions about transfer articulation of courses.

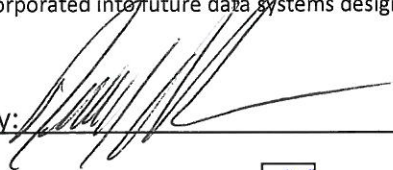
The intent of this proposal is to develop a common description format for a course, beyond the catalog course description, that is consistent, stable, and accessible. Generating course outlines will create a resource that will better inform faculty, departments, and students of essential elements of a credit course.

**History:**

- Approved by Academic Affairs for First Reading 2/6/17
- Approved by Academic Affairs for Second Reading 2/20/17

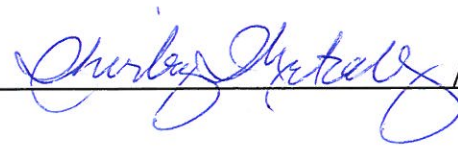
**Timeline for Implementation:**

The policy statement will be added to the General Procedures manual presidential approval is received. Course outline elements will also be incorporated into future data systems design and Curriculum Committee process.

Submitted by:  /s/ Chair, Academic Affairs Date: 2/28/17

Action taken by the President:  Approved  Denied  Tabled

Comments:

 /s/ President, COCC Date: 3/6/17

GPM Changes made to be completed by CAC Admin.