

Curriculum Course Proposal Review Guide (17-18)

Course:

Date of review:

Reviewer:

Questions to consider when reviewing course proposals

1. Do you need additional information to understand the proposed changes?
2. Do you see exemplary practices or significant curricular improvement?
3. Do you have any major concerns?

C:	Chair
D:	Dean
AR:	A&R rep
CC:	Curriculum Committee

	Element	Description to meet standard for approval	Reviewer's notes
C, D	New Courses: Subject, number, and discipline	Appropriate selection given COCC structure, faculty qualifications	
AR	New Courses: Number	Appropriate selection given COCC's curriculum, transfer role (if applicable)	
CC	Justification	Reason for change is clear	
CC	Titles	Short title reflects long title, accurate and appropriate for audience	
CC	Description	Adheres to Curriculum Standards	
C, AR, CC	Prerequisites, Corequisites, Recommended Prep, etc.	Sequencing in programs is intact, logic is sound	
A&R, C, D	Credits	Credits are justified given outcomes and scope; Impacts of any changes to other programs are resolved	
C, D	Contact hours	Correct selection of contact hour types (lecture, lab, other) based on instruction, relative to other courses	
C, D	Load units	Correct calculation based on standard	
AR, CC	Grade mode	All courses are standard except performance (studio, activity) and special types (x80, x99, 298)	
C, D, CC	SLO/task	Adhere to COCC's standard (3-5 SLOs, verb appropriate to course and assessment task, language understandable to audience)	
C, CC	Course outline	Understandable to audience, accurate for all sections	

C, CC	Grading methods statement	Understandable to audience, accurate for all sections	
C, CC	Required materials statement	Understandable to audience, accurate for all sections	
C	Category (LDC, CTE, Post- secondary remedial)	Accurate selection according to use	
C, CC	Related Instruction	Course clearly meets outcomes/criteria	
C, CC	General Education	Course clearly meets outcomes/criteria, transfer criteria met	
C, CC	Support	Library and technology impacts identified	
C, D, AR, CC	Impacts	Curriculum does not overlap existing in a significant way; Impacts are thoroughly identified, communication is complete, negative impacts addressed	