

Curriculum Program Proposal Review Guide (17-18)

Program:

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
Note: new programs will have received approval for the following elements prior to Courseleaf submission: labor market demand; strategic alignment with COCC mission, themes and plan; organizational structure (department).			
C, D	New programs: Award, discipline, department	Appropriate selection given COCC structure, faculty qualifications	
C, D, CC	New CTE: Program Titles	Short and long titles accurately describe program, meet state guidelines	
C, D, CC	New Transfer: Focus Area Titles	Short and long titles refer to a major in a bachelor's degree, appropriate level of specificity	
CC	Justification	Reason for change is clear	
C, CC	Description	Adheres to Curriculum Standards	
C, D	Location	Locations are accurate; resources at locations are sufficient	
C, D, AR, CC	Impacts	Any overlap of existing programs or negatively enrollment impact is identified; communication is complete, negative impacts addressed	
C, D, CC	CTE: SLO/assessment	Adhere to COCC's standard (3-5, verb appropriate to measurement), methodology is reasonably effective	
C, D, CC	CTE: Program Costs (to student)	Identifies estimate of non-standard costs, students can predict when costs are incurred, pre-appd by CA.	
C, AR, CC	Type of Program Entrance Requirements	Consistent with Entrance Requirements listed; Selective Admission pre-approved	
C, AR, CC	Entrance Requirements	Comprehensive, required is enforceable	
C, AR, CC	Enrollment Options	Accurate and consistent with Entrance Requirements	

C, AR, CC	Program performance standards	In agreement with COCC definitions for each award type	
C, D, CC	CTE: Related Instruction	Meets COCC, state, and NWCCU standards	
C, D, AR, CC	Program Course Requirements	Meets state and COCC standards, accurately described, includes all courses a reasonably prepared student needs.	
C, CC	Sample plan	Includes all required courses, term load is reasonable, sequencing is accurate, courses are likely to be offered.	
C, CC	Advising Notes	Accurate and current, doesn't represent other institution's transfer decision.	