

Course Outline Technical Review Checklist Draft 10.14.19

Pre-Tech Review: use different view options in eLumen to review the submitted COR

Has migration been completed and formatting fixed? Use Inbox workflow - Outline View

What changes were made? Use Curriculum Dashboard, view Changes Report

Once fully migrated and formatted course is complete, then the basic technical review can be done easily with important points checked off and comments can be made in workflow review.

Check Curricular Action

Is the submitted course "New", a "Revision", or a "Deactivation"?

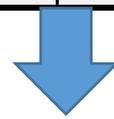
Tips: 1. DE courses created from an existing, approved outline should use the DE REVISION Workflow.

2. Any change to the discipline ID or course number is considered a "New" course, not a "Revision".

Course Name and ID

Check the entirety of the COR and Categorize the Changes

Section of eLumen	Migration and formatting complete		Actual change made beyond formatting	
	Yes	No	Yes	No
Cover Info				
Course Development Options				
Units				
Requisites				
Specifications				
Learning Outcomes				
Outline				
Workflow Step for Additional Course Info				
Workflow Step Library				
Workflow Step - Special Materials				
Workflow - Distance Education (if applicable)				



Please simply approve changes for migration and formatting purposes	Please reference the attached Checklist to review the actual changes
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Reviewer's Comments:

General Information:

Check course title is consistent with the Catalog, unless it is changing.
New course - Check course ID is consistent with other courses in the discipline.
New course - Check the number is not already "in use" by another course.
Please consult with OIM if not sure about TOP code or SAM code.

Course Description:

Is it consistent with the catalog, unless it's changing?
Is it consistent with other similar courses in the discipline?
Check prerequisite, corequisite or advisory courses are stated in the description.
Description should be a brief overview from 2 to 5 sentences of topics covered and written in the present tense.

Proposal Details:

Check what semester the action (addition, revision, or deletion) will be implemented in.

- Tips: 1. During the normal fall review period, all submitted outlines should have an effective date of the following fall.
2. In certain cases (typically involving CTE courses), departments can request an earlier effective date from the CC chair.

Check submission rationale is filled out (why the course is added, revised, or deactivated).

Course Development Options:

Check each element pertaining to the submitted course.

- Basic Skill or not. Special status: SAS approved or not. Normally no retake allowed.

Associated Programs:

- Check the course is part of a sequence that will lead to a certificate or a degree program.

Transferability:

Check transferability matches the attributes in the Catalog description.

- Transferability: CSU/UC System/Institution: GE patterns

Hours/Units: Substantive Change

Check contact hours are calculated correctly.

1 lecture unit = 1 hour per week for 17.5 weeks

1 lab unit = 3 hours per week for 17.5 weeks

Check out-of-class hours are calculated correctly.

1 lecture unit = 2 hours out-of-class per week for 17.5 weeks

Lab unit does not require out-of-class hour

Check the correct faculty load (teaching unit) is entered.

- Tips: 1. If units do not come out correctly, please uncheck the "auto-calculate field" box.
2. If unsure about how many units to assign, please consult with OIM.

Requisites: Substantive Change if prerequisite or corequisite revision

- Check if the target course is changing prerequisite and/or corequisites.

- Check information is consistent with the requisites information listed in the Catalog.

Entrance Skills

If a course has entrance skills, then description of the skills and the rationale should be filled out.

Reviewer's Comments:

Methods of Instruction:

Check the methods of instruction are appropriate for the lab/lecture topics.

Do the methods look complete?

Lecture and Laboratory should be listed as methods of instruction whenever these classifications are present in the course outline.

Assignments:

Check out-of-class assignment examples or descriptions are listed, not in-class assignment.

Expectation of the assignment should be stated.

Make sure that the assignment demonstrates critical thinking.

Methods of Evaluation:

Check methods of evaluation is listed and described.

Are the methods of evaluation appropriate for the course?

Representative Texts:

Check at least one representative textbook is listed (exceptions apply to activity courses)

Minimum one publication date must be within the past 5 years.

Materials Fee:

Must be completed for courses that assess fees. If an amount is entered, please also input the rationale of materials fee in the Workflow Step for Special Materials. Please justify any change in materials fees.

Course Objectives: Substantive Change if significant revision

Objectives list specific skills students will learn. 5 to 10 suggested.

Must be listed for courses that are UC-transferable.

Should use verbs that demonstrate critical thinking.

If the course has a lab, are these objectives also present?

CSLOs:

Must be listed for all courses.

Outcomes should be broad and assessable, using active verbs. 3 to 5 suggested.

Outline (course topic outlines): Substantive Change if significant revision

Lecture topics must be listed with a lecture component.

Lab topics must be listed for courses with a lab component.

Workflow Step for additional Course Information/Goals

Some of the key elements of the course outlines are asked again in this questionnaire format. Please answer every question, if applicable.

Tips 1. Stand-alone means the course is not part of any program's required or elective course list.

2. Start date should match the proposal start date.

3. Critical Thinking expectations of the course should be explained.

4. Maximum enrollment should be filled out for each course.

Workflow Step for Library Resource/Textbook

Indicate library resources or textbooks as applicable.

Workflow Step for Special Materials:

Must be completed for courses that assess fees.

Workflow Step for Distance Education Course

When adding the DE option or making DE revision, answering the questions in this step is critical.

Reviewer's Comments: