Course Outline Technical Review Checklist   Updated 08.19.2021

Pre-Tech Review: use different "Actions" in eLumen to review the submitted COR

Has migration been completed and formatting fixed? - Go to Inbox "Start Review", select "Outline View"

How to view changes at-a-glance? - Go to Curriculum Dashboard, use Change 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" or a "Revision"?

> Tips: 1. Any change to the discipline ID or course number is considered a "New" course, not a "Revision".
> 2. New course proposal workflow needs to be initiated by Department Chair.

Which course(s) need approval from Curriculum Committee before being tech-reviewed?

> 1. New course
> 2. Substantively revised course
>> Substantive changes include:
>> (1) Units change
>> (2) Pre/co-requisite(s) addition, removal, or revision
>> (3) Significant content change
>> (4) Significant changes in course objectives

Tech Review: review each tab in eLumen workflow

Tab 1: Cover Info

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.
- [ ] Vocational TOP code must select occupational SAM code. Consult with OIM if not sure about TOP 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.

Faculty Requirements:

- [ ] Not required to fill out

Proposal Details:

- [ ] Indicate 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 selected and Notes for Submission is filled out (why the course is added or revised)

Emergency DE:

- [ ] Certified DE course check "NO", otherwise, check "YES".

Tab 2: Course Development Options

More Options:

> Check each element pertaining to the submitted course.
>
> ☐ Basic Skill or not. ☐ Special status: SAS approved or not. ☐ Grade options selected.
>
> Tip: Credit course usually has no retake. Retakes are allowed in KIN, PE, performing arts, and noncredit courses.

Associated Programs:

> Auto-populated if 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

Tab 3: Hours and Units

Credit/Non-Credit Options:

> Check each box is answered, if applicable.

Hours and Units:

> 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. To manually enter hours and units, uncheck the "auto-calculate field" box.
>
> 2. If unsure about how many units to assign, please consult with OIM.

Tab 4: Requisites and Entrance Skills

Requisites:

> Check if the target course is changing prerequisite and/or corequisites.
>
> Check information is consistent with the requisites information listed in the Catalog.
>
> Must define rules for course with pre/co-requisites and/or advisories

Entrance Skills:

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

Limitations on Enrollment:

> Define an admissions rule if needed. Common answers are audition, Nursing program, athletic team, etc.

Tab 5: Specifications

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?

Equipment:

	Enter special equipment needed 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.

Tab 6: Learning Outcomes

Course Objectives:

	List 5 to 10 specific skills students will learn.
	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.

Tab 7: Outlines

Outline (course topic outlines):

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

Tab 8: Workflow Step for Distance Education Course

DE Addendum

	Non-DE courses need the DE addendum filled out for online delivery in emergency situations
	Check the DE addendum is updated accordingly if a regular DE option is added

Tab 9: Workflow Step for additional Course Information/Goals

Additional Important Course Info:

	Maximum enrollment should be filled out. If changing the maximum, a rationale is needed.
	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 athe course is not part of any degree'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

Tab 10 & 11

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.