

Course Outline Technical Review Checklist Updated 01.19.2023

How to view changes at-a-glance? - Go to Curriculum Dashboard, select "View Change Report" in "Actions".

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 can only 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; check "Notes for Submission".

Emergency DE:

- Check that Emergency DE option is selected.

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:

No action is needed. This is an auto-populated field.

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: Prerequisites and Entrance Skills

Prerequisites:

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

Check information is consistent with the prerequisites information listed in the Catalog.

Must define rules for course with pre/co-requisites and/or advisories

Entrance Skills:

If a course has prerequisite(s), the description of entrance skills may 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)

Tip: "Author", "Title", "Publisher", "Date" are required fields. ISBN is an optional field.

 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 for Materials Fee in the "Workflow Step for Special Materials".

Tab 6: Learning Outcomes - SLOAC. Curriculum Committee reviewers cannot edit or approve this section.

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: Curriculum Map - Tech Review: SLOAC. Curriculum Committee reviewers cannot edit or approve this section.

Curriculum Map: Check that CSLO, PSLO and ISLO mapping are done.

Tab 8: Outlines

Outline (course topic outlines): Lecture topics must be listed if course has a lecture component. Lab topics must be listed if course has a lab component.

Tab 9: 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 10: Workflow Step for Additional Course Information/Goals

Additional Important Course Info: Answer *every* question, if applicable. See examples in Exhibit 1.

Tab 10 & 11

Workflow Step for Library Resource/Textbook Indicate library resources or textbooks lent by the library as applicable. Otherwise, type in N/A or No.**Workflow Step for Special Materials:** Must be completed for courses that assess fees. Otherwise, type in N/A or No.

Tip: Leave a comment in the workflow after review. E.g. "Good to go", "Send back due to outdated textbook", "Move forward but unsure about units and hours". See Exhibit 2 for scenarios to send back or move forward a workflow.

Contact Grace Yuan, meyuan@marin.edu, for questions or schedule a training.

Exhibit 1

Tab 10: Workflow Step for Additional Course Information/Goals

Maximum Enrollment: Answer with a number. If changing the maximum, provide a rationale.

(Insert the current official class enrollment maximum; if changing the maximum, a rationale is needed.)

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What is the justification for the new/revised course?

Mandatory revision

What is the primary course goal?

(Choose one or more of the primary goals.)

Transfer to four-year institutions/Associate degree/Career preparation/ESL/Life-long learning

What is the justification for the Service Unit(s)? (e.g. lecture, lab, activity, etc.)

In compliance with the UPM contract

Does this new or revised course represent Substantive Change? Answer YES or NO.

("Yes" means that changes shall be reviewed and approved by the curriculum committee. Contact Gina Cullen if you are unaware of the approved substantive changes. Most courses are answered "No".)

What are the Critical Thinking expectations? Answer this question for UC transferable courses.

(Optional for non-UC transferable courses.)

What is the course start date?

Ongoing.

What is the level of Information Competency expected by this course?

(Optional. Provide a description if the course requires certain level of aspects of research methods or technological literacy.)

Is this a Stand Alone Course?

(Stand-alone means the course is not eligible for a program or a degree; most courses are not stand-alone.)

No.

Accessibility: Are all course materials, including videos, webcasts, podcasts, audio, and visual, accessible to students (per The Americans with Disabilities Act of 1990, section 508 of the Rehabilitation Act of 1973, and California Government Code section 11135)? Answer YES or NO.

Yes.

For Approvers ONLY: Do you certify that the following requirements have been met? Answer YES or NO to each. o **Accessibility (Title 5, section 55200):** Course content and delivery is accessible to all students. o **Course Quality:** The course meets a "3" on the OEI rubric (Accomplished). o **Evidence of instructor contact:** Regular and effective contact is demonstrated between the instructor and students and students with other students.

(leave it blank.)

Exhibit 2

Common Scenarios to Send Back a Workflow

- Prerequisite or Corequisite in the course description but not filled out on Tab 4 "Requisite and Entrance Skills".
- Textbook outdated.
- Lecture course missing lecture outlines, or lab course missing lab outlines.
- UC transferable courses missing Critical Thinking Expectations.
- DE or Emergency DE course missing DE addendum.

Scenarios to Move Forward a Workflow with Minor Questions

- Unsure about TOP Code, SAM Code or any of the CB Codes on the COR
- Unsure about units/hours or teaching units of the course
- Curriculum Maps incomplete or missing

*Leave a comment in the workflow to indicate the sections that you are unsure of.

