**Technical Review Check List**

**Anticipated Semester:**

| N | Y | 1 full year (minimum) has been allowed before the anticipated changes are to take effect. |

**Units:**

| Y | To be reviewed by curriculum committee |

**Course Description:**

| N | Y | Course description is, concise, in complete sentences, and is a well developed overview of topics covered in course. |
| N | Y | Spelling and grammar is correct. |

**General Ed:**

| N | Y | GE status is addressed and internally consistent with the rest of the course outline of record. |

**Transfer Status:**

| N | Y | Transfer status has been addressed. |

**Repeatability and Justification:**

| N | Y | The course meets the standard for repeatability. |
| N | Y | The course content includes a description of how similar skills will be developed at increasingly sophisticated levels of practice or how these same skills are applied to different content. |

**Max Number:**

| N | Y | The number of repetitions aligns with the standards of repeatability. |

**Course Need/Justification:**

| N | Y | There is an appropriate need or justification for course cited. |

**Example:**

This course fulfills a general education requirement and a program requirement in the Communications degree program.

**Reason for Update:**

| N | Y | There is an appropriate reason for update cited. |
Prerequisites:

N   Y   Appropriate courses are listed.
N   Y   Appropriate certificates or other requirements are listed.
N   Y   Use of and/or statements read correctly.

Co-requisites:

N   Y   Appropriate courses are listed.
N   Y   Appropriate certificates or other requirements are listed.
N   Y   Use of and/or statements read correctly.

Recommended Preparation:

N   Y   Appropriate certificates or other requirements are listed.

Skill Requirements:

N   Y   Skill requirements are chosen from identified courses listed as prerequisites and/or co-requisites.

(Further information can be found on page 18 of The Course Outline of Record: A Curriculum Reference Guide)

Distance Ed Area:

N   Y   Distance Ed Status has been addressed and is applicable

Course Content Outline:

N   Y   The format used for the course content section is in outline form.
N   Y   Topics are arranged with major and minor headings.
N   Y   The outline is detailed enough to fully convey the topics covered, but not so lengthy that a quick scan cannot be used to ascertain the scope of the course.
N   Y   Spelling and grammar is correct.

Lab Content Outline:

N   Y   The format for the lab content section is in outline form.
The topics are arranged with major and minor headings.

The outline is detailed enough to fully convey the topics covered, but not so lengthy that a quick scan cannot be used to ascertain the scope of the course?

Spelling and grammar is correct.

(Further information can be found on page 28 of The Course Outline of Record: A Curriculum Reference Guide)

Description of Out of Class Assignments:

Assignments reflect coverage of objectives and content.

Out of class assignments show independent work.

Assignments reflect college level effort, particularly in terms of critical thinking.

(Further information can be found on page 37 of The Course Outline of Record: A Curriculum Reference Guide)

Text/Instructional Materials Required:

Text listed is at least 7 years from publication date.

If Text is more the 7 years from publication date, a reasonable justification has given.

(Further information can be found on page 40 of The Course Outline of Record: A Curriculum Reference Guide)

Student Learning Outcomes:

Outcomes are measurable and show learning.

Spelling and grammar is correct.

Methods of assessment determine that outcomes are met.

Methods of instruction are appropriate to the outcomes.

(Further information can be found on page 34 of The Course Outline of Record: A Curriculum Reference Guide)

Grading:

Grading is appropriate to the course.