

Anticipated Semester:

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

Units: 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.

- N Y The 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.

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

Description of Out of Class Assignments:

- N Y Assignments reflect coverage of objectives and content
- N Y Out of class assignments show independent work.
- N Y 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:

- N Y Text listed is at least 7 years from publication date.
- N Y 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:

- N Y Outcomes are measurable and show learning.
- N Y Spelling and grammar is correct.
- N Y Methods of assessment determine that outcomes are met.
- N Y 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:

- N Y Grading is appropriate to the course.