

**ONLINE CURRICUNET REVIEW PROCESS FOR CURRICULUM COMMITTEE**

**TEAM BASED DIVISION OF LABOR**

**Technical Review** **Committee** **(Level 2.8)** review will occur online in Curricunet on a rolling basis. Each proposal remains in the queue for **two full weeks (11 working days)**.

**Curriculum** **Committee** **(Level 6)** review occurs online in Curricunet before each curriculum meeting. Each proposal remains in the queue until committee approved or sent back to Level 4 for originator changes.

**Each Curriculum Committee member will participate on a Review Team.** Each member of the team will be responsible for reviewing certain sections of course and program proposals at Level 2.8, and performing specific critical checks at Level 6. Reviewers need to do their online review in CurricUNET each week.

*\*George Bonnand (Tech & Eng) and Sean Sheil (PE) are excused from review teams for 2017-18 to work on six-year review catch-up in their own divisions.*

**Instructions for reviewer comments:**

* If all your checks are OK, click “Reviewed” in Action field
* If any items need correction, click “Recommend Changes” and post comments with instructions for correction

**Team A**: Cindy Zarske/Math, Jon-Michael Hattabaugh /Counseling/Student Services

**Level 2.8 – COURSES**

**CZ/JMH Basic Course Information -** everyone

**CZ Requisites, Entry Skills**

Format and proper validation

**JMH General Education**

* + Correct transfer & GE areas
  + New proposals have areas noted in Justification for Proposal

**JMH Comparable Course** (only for new UC Transfer/ CSU GE/ IGETC proposals)

* + Screen completed

**Catalog Description**

* + CZ Statements for grade option if applicable

(Pass/No Pass only; Letter Grade or Pass/No Pass option)

* + CZ Prerequisite
  + CZ Hours
  + JMH Transfer/GE info – all have correct format and match other parts of proposals

(MD, Catalog Description, GE screens). For UC transfer/CSU GE/IGETC proposals pending UC/CSU approval, do NOT include notations at end of catalog description. Laurie will add when approval is officially received from UC/CSU.

**CZ Master Database**

* + Check all, except TOP/CIP match (which Laurie T. checks)

**Level 2.8 - PROGRAMS**

**Description**

* + - * CZ Format (full name of program, order, standard language)
      * JMH Explanation of purpose/career paths
      * CZ Units included correctly

**Program Block Definitions**

* + CZ Check units in each section
  + CZ Total units
  + CZ Range of units
  + CZ Use of “ands” and “ors”
  + JMH Each course block must be designated either “Required Courses” or “Restricted Electives” (except ADT’s which must follow the TMC template)

**Team A (cont.)**

**CZ Level 6 - COURSES**

**Course Deletions -** check each impacted program to be sure course has been removed

**Course Revisions -** If Title or Unit Revision, check each impacted program to be sure change is reflected

**JMH Level 6 - PROGRAMS**

Be sure the total units are correct, and match in description/unit total/program block headers

**Team B**: Guy Dadson/Natural Science, Gary Graves/Business/CIS

**Level 2.8 - COURSES**

**GDad/GGr Basic Course Information -** everyone

**GDad Proposal Types**

* + All areas with changes shown on CR and CC checked in Proposal Types (except if Cnet correction only. Don’t check in Proposal Types, just explain in Justification for Proposal.)

**GDad Justification for Proposal**

* + FROM/TO for changes to Title
  + FROM/TO and explanation for changes to Units, Hours, Class Size, Requisites
  + GE additions noted with area
  + For deletions, note new course number if existing course is being replaced, or explanation if straight deletion

**GDad CI Report**

* + For revisions - if title or units changed, check for program impacts
  + For deletions - check for impacted programs and course requisites

**GGr Class Size Justification**

* + Appropriate for class size
  + Supported by Methods of Instruction & Methods of Evaluation

**GGr Distance Ed**

* + Contact Types explain how Methods of Instruction will be delivered through DE
  + Minimum weekly instructor-student contact noted

**GGr Methods of Instruction**

* + Support class size: are indeed instructional methods

**GGr Methods of Evaluation**

* + Support class size: are indeed evaluation methods

**GDad Level 2.8 – PROGRAMS** (New and Revisions)

* + Check each course in the program in All Proposals to see if there is a pending proposal
  + If so, pending deletion – course needs to be removed from program
  + Pending revision – check for titles or unit revision

**Level 6 - COURSES**

**GDad Course Revisions -** Check CC report for changes in these areas:

* Requisite changes (addition, deletion, revision) – Proposal type checked; “FROM/TO” and explanation in Just. for Prop.
* SLO changes - Proposal type checked
* \*GE/Transfer Proposals (AA GE, CSU GE, IGETC, UC Transfer) – Proposal type checked; included in Just. for Prop. “Proposed for xx Area xx”

**GGr New Courses –** GE/Transfer proposals included in Just. for Prop. “Proposed for xx Area xx”

**Team C:** Kelly Nelson-Wright/Social Science, Dave Brown/Library

**Level 2.8 - COURSES**

**DB/KNW Basic Course Information -** everyone

**DB Course Content**

* + Correct format (check CO)
  + Length approx. ½ page per 1 unit (exception - Independent Study)
  + Check for typos

**DB Textbooks**

* + MLA format, at least one within 5 years of effective date (e.g. 2018 proposal needs 2014+ copyright)

**DB Library Information**

* + Has adequate materials.

**KNW Honors Information** (only if Honors Course)

* + Check on CO

**KNW Proposed start**

* + Effective date within curriculum targeted dates

**Level 2.8 – PROGRAMS**

New and Revised Programs:

**DB Cover** (New and Revised Programs)

* + TOP Code and CIP Code seem appropriate for subject, and match on the crosswalk
  + Award Type
  + Proposed Start

Revised Programs – additional checks:

**KNW Revision Type** (Revised Programs only)

* + Check that every area with changes is checked (use “PC”)

**KNW Program Justification** (Revised Programs only)

* + Check that these changes are also listed in Justification
    - Courses added/removed from required courses and restricted electives (list them)
    - Program Title revision – FROM/TO
    - Program Unit revision – FROM/TO

**Level 6 - COURSES**

**KNW Course Revisions -** Check CR report for changes in these areas:

* Title revisions – Proposal type checked; “FROM/TO” in Just. for Prop.
* Hours revisions – Proposal type checked; “FROM/TO” and explanation in Just. for Prop.
* Units revisions – Proposal type checked; “FROM/TO” and explanation in Just. for Prop.
* Class Size revisions - Proposal type checked; “FROM/TO” and explanation in Just. for Prop.

**Team D:** John Ison/Humanities, Frank Guthrie/Fine Arts

**Level 2.8 - COURSES**

**FG/JI Basic Course Information -** everyone

**JI Objectives**

* + Begins with measurable verb

**JI Student Learning Outcomes/Assessments**

* Outcomes begin with measurable verb
* Assessment method specified

**JI Assignments**

* + Assignments that Demonstrate Critical Thinking begin with (or contain) a measurable verb from cognitive domain (“CD”) specified as critical thinking verb (bold)
  + If “Field Trips” are indicated, check that schedule description includes sentence:

Field trips may be required outside of regularly scheduled class times.

**Team D (cont.)**

**Level 2.8 – PROGRAMS**

**JI Program SLOs**

* + Check SLO format (begins with measurable verb)
  + Method of assessment entered

**FG Attached Files –**

**New ADTs TMC Template**

* By technical review, TMC Template for new ADTs should already be posted in “Attached Files”
  + Check chancellor’s website to confirm TMC template version is current - link posted on curriculum.fullcoll.edu, “Courses and Programs,” “State Templates for TMC.”
  + Or google “Extranet TMC”
  + If TMC is not attached, post recommendation to attach the TMC. Include instructions that templates are posted on curriculum.fullcoll.edu, “Courses and Programs” tab, “State Templates for Approved TMC”

**New Certificate LAOCRC Documents:**

* By technical review, LAOCRC Notice of Intent and LAOCRC Program Approval Application for new CTE Certificates should already be posted in “Attached Files”
* If LAOCRC documents are not attached, post recommendation to contact their division rep or Doug Benoit for LAOCRC documents

**New Certificates, New ADTs, New AA/AS Degrees – Narrative reminder:**

* Post comment that the state narrative form should be completed and posted in “Attached Files” just before launch when all updates have been made to the proposal.
* Include instructions that narrative forms are posted on curriculum.fullcoll.edu, “Courses and Programs,” “State Narrative Forms for Programs.”

**New Skills Certificates (less than 18 units):**

* No documents required as state and LAOCRC approvals are not required

**Revisions of AA/AS Degrees, ADTs and Certificates:**

* Don’t post comment about narratives for revisions in technical review since state narratives are not required from originators. Originators may do them if they wish, but otherwise the curriculum office will complete them so we don’t post a technical review comment about narratives for revisions.

**Level 6 – COURSES**

**FG Course Revisions -** Check MC report for changes in these areas:

* Distance Ed additions – see Schedule Type field on MC; look for changes to “72” or “HY”
  + If Schedule Type “72” is green, “Add Distance Ed Online” should be checked in Proposal Type
  + If Schedule Type “HY” is green, “Add Distance Ed Hybrid” should be checked in Proposal Type
  + Crossed out “72” or “HY” in red – “Remove Distance Ed” (Hybrid or Online) should be checked in Proposal Type
* Fee revisions – if MC shows change, must be checked in Proposal Type, and FROM/TO in Justification for Proposal
* Code revisions – changes shown on MC in following areas must be checked in Proposal Type:
  + Repeatability, Grading Options, Basic Skills Status, Prior to College Level (“xx levels below transfer”), Credit Status, TOP, CIP, SAM, FSA

**FG New Courses –** Check MD Report, Schedule Type field

* Distance Ed proposals (schedule type 72 or HY) stated in Just. for Proposal – “Proposed for Distance Ed Online/Hybrid”

**Team D (cont.)**

**Level 6 – PROGRAMS**

**JI Attached Files -** Check that correct program documents are posted in Attached Files:

* New AA/AS Degree – New Degree Narrative
* New ADTs - New ADT Narrative plus TMC Template
  + Check chancellor’s website to confirm template version is current - link posted on curriculum.fullcoll.edu, “Courses and Programs,” “State Templates for TMC;” or google “Extranet TMC”
* New Certificate – New Certificate Narrative, LAOCRC Notice of Intent, LAOCRC Program Approval Application
* New Skills Certificates (less than 18 units) – No documents required
* Revisions of degrees and certificates – no state narratives required

**Expert Resource Members**

**Laurie Triefenbach** - Catalog/Schedule Coordinator

**Level 2.8 - COURSES**

* Basic Course Information
* Master Database

**Level 2.8 - PROGRAMS**

* Cover (TOP Code/CIP Code)

**Level 6 - COURSES**

**Course Revisions -** Check MC report for changes in these areas - any changes must be checked in Proposal Type:

* Code revisions (Grading Options, Repeatability, TOP, CIP, SAMS, FSA, Credit Status, Basic Skills Status, Prior to College Level)
* Distance Ed additions
* Fee changes
* Hours revisions
* Unit revisions
* Class size revisions

**Scott Lee** - Articulation Officer

**Level 2.75 - COURSES**

* Basic Course Information
* Master Database
* Articulation/Comparable Course
* General Education
* Requisites and Entry Skills

**Level 2.75 - PROGRAMS**

* Check courses for deletions, title revisions and unit revisions

**Level 6 – COURSES**

* GE/Transfer Proposals (AA GE, CSU GE, IGETC, UC Transfer)
  + Included in Just. for Prop. “Proposed for xx Area xx” or “Proposed for UC Transfer”
  + Effective year noted in parentheses in Catalog Description for CSU GE, IGETC, UC
  + Checked in Proposal Type (for course revisions only)

**Jose Ramon Nunez** - VPI

**Level 2.8 – COURSES AND PROGRAMS**

* Opportunity for full proposal review to allow changes to be made by faculty originators inside the approval process in CurricUNET