**ONLINE CURRICUNET REVIEW PROCESS FOR CURRICULUM COMMITTEE**

**Technical Review** **Committee** **(Level 2.8)** - proposals remain in the queue for **two full weeks (11 working days)**.

**Curriculum** **Committee** **(Level 6)** - review proposals before each curriculum meeting.

*\*Tech & Eng rep is excused from review teams because of the size of the division*

**In addition to the specific review assignments in the table below, division reps should be evaluating all proposals with a mind to how that proposal may impact their division so faculty input can be solicited if needed.**

**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

**Individual Review Assignments**

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|  | **Technical Review**  **Level 2.8 - COURSES** | **TR**  **Level 2.8 - PROGRAMS** | **Curriculum Committee**  **Level 6 - COURSES** | **CC**  **Level 6 - PROGRAMS** |
| **Gary** | **Basic Course Information –** everyone   * Look through screen to get a general idea of the proposal   **Class Size Justification**   * Appropriate for class size * Supported by Methods of Instruction & Methods of Evaluation   **Methods of Instruction**   * Support class size * Are indeed instructional methods   **Methods of Evaluation**   * Support class size * Are indeed evaluation methods |  | **Course Revisions -** Check CR report for changes in these areas:   * **Title revisions** – Proposal type checked; “FROM/TO” in Just. for Prop. (but explanation not required) * **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. * **Requisite changes** - Proposal type checked; “FROM/TO” **and explanation** in Just. for Prop. |  |

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| **Monique** | **Basic Course Information –** everyone   * Look through screen to get a general idea of the proposal   **Objectives**   * Begins with measurable verb   **Student Learning Outcomes/Assessments**   * Outcomes begin with measurable verb * Assessment method specified   **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 as required outside of class time, check that catalog and schedule descriptions include sentence:   “Field trips may be required outside of regularly scheduled class times.”   * If “Field trips” info unclear re required/optional or during/out of class time, post comment asking originator to clarify   **Course Content**   * Correct format (check CO) * Length approx. ½ page per 1 unit (exception - Independent Study can be shorter) * Check (skim) for glaring typos   **Textbooks**   * All in MLA format * At least one textbook within 5 years of effective date   (e.g. 2020 proposal needs 2016+ copyright)  **Library Information**   * Has adequate materials – “Yes” checked | **Program SLOs**   * Check SLO format (begins with measurable verb) * Method of assessment entered |  |  |

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| **John-Michael** | **Basic Course Information –** everyone   * Look through screen to get a general idea of the proposal   **General Ed/Transfer Information**   * Check that info matches on catalog description, MD, Gen Ed screen (but newly proposed UC/CSU GE/IGETC not in cat desc) * If no change – check that GE matches FC patterns in catalog * If New Course proposal, or Course Revision with new GE areas/transfer proposed – must be noted in Prop Type & Just for Prop (e.g. “Proposed for AA GE Area xx”)   **Comparable Course** **screen** (only for new UC Transfer/ CSU GE/ IGETC proposals)   * Check that screen is completed for new UC, CSU GE or IGETC proposals   **Units, Lec/Lab hours**   * Check that hours in catalog description and MD match and are calculated correctly * Check that hours and units are calculated correctly (see “Units vs. Hours” handout) | | **Description**   * Format (full name of program, order, standard language)   + AA/AS: “The Mathematics Associate in Science degree prepares students to . .”   + ADT: “The Associate in Arts Degree in Sociology for Transfer, also called the Sociology AA-T, prepares students to . . . “   + ADT requires exactly this at the end:   The following is required for all AA-T or AS-T degrees, and there are no additional graduation requirements: (1) Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following: (a) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements. (b) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district. (2) Obtainment of a minimum grade point average of 2.0. (3) ADTs also require that students must earn a C or better in all courses required for the major or area of emphasis. A “P” (Pass) grade is not an acceptable grade for courses in the major.   * Includes explanation of purpose/career paths * Units included correctly   + Description total matches total at end of program blocks (check CO) * Format: “This degree/certificate requires a total of xx units.”   + In description, only give total units. Don’t break down required courses/restricted electives units (the old way). * Certificate descriptions (but not degrees) should include sentence:   + “A minimum grade of C is required in each course taken.”   **Program Block Definitions**   * Check units in each section, and total units * Range of units where needed (not “a minimum of,” etc.) * Use of “ands” and “ors”   + “Or” usually only between regular/honors sister courses   + “And” is rarely used – only for clarity (e.g. option of two different pairs of courses) * ADT’s – check that it follows the TMC template (should be completed & posted in Attached Files – if not, post Cnet comment asking for it)   **Certificate Award Type (Cover screen)**   * **16 + units**: Certificate of Achievement (should not use “Skills Certificate” in title) * **Less than 16 units**: Skills Certificate | | | s | |  |
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| **Abraham** | | **Basic Course Information –** everyone   * Look through screen to get a general idea of the proposal   **Requisites, Entry Skills**   * Requisite statement matches on Req screen and in catalog description * **Course Requisites**: check that all courses on Req screen have a match on Entry skills screen * **Non-course requisites**: statements match on Req/Entry Skills screens) * **Entry skills matches** - Or/and done correctly * **Special Requisite types** - see handout “Advisories . . . Levels of Scrutiny-Summary” | | * Check each course in the program in **All Proposals** to see if there is a pending proposal * If course has a pending proposal in process:   + **Course Deletion in process**– course needs to be removed from program   + **Course Revision in process** – check for title or unit revision. If title or units are revised in course proposal, new title/units must be reflected in Program Proposal   **Program Block Definitions**   * Check units in each section * Total units * Range of units * Use of “ands” and “ors” |  | |  | |

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| **Kelly** | **Basic Course Information –** everyone   * Look through screen to get a general idea of the proposal   **Honors Information** (only if Honors Course)   * Check Honors Info on CO   **Multicultural**   * **All proposals with multicultural**   + Screen is completed * **Newly proposed for multicultural**   + Screen is completed   + At least 50% of course content must focus on multiculturalism and multicultural education (CC app 12/5/18) * **Existing multicultural courses**   + Remove MULT CULT REQ from end of catalog description   + But keep sentence “This course fulfills the Multicultural Education requirement for graduation” in the catalog and schedule descriptions   **New AA GE Proposals**   * **Comparable course screen** needs one similar course with AA GE approval at another CA Community College, or approved for CSU GE, or approved for IGETC | **Revision Type** (Revised Programs only)   * Check that every area with changes is checked (use “PC”)   **Program Justification** (Revised Programs only)   * Check that these changes are also listed in Justification * Program Title revision – FROM/TO * Program Unit revision – FROM/TO   **Description**   * Includes explanation of purpose/career paths |  |  |

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| **Guy** | **Basic Course Information –** everyone   * Look through screen to get a general idea of the proposal   **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.)   **CI Report**   * **For Course Revisions** - if course title or units changed, check for program impacts * **For Course Deletions** - check for impacted programs and course requisites |  | **Course Revisions - Check CC report for changes**   * **Proposal Type** - All areas with changes should be checked   **Course Revisions - Justification for Proposal**  If there are changes in any areas below, they need to be noted in Justification for Proposal:   * If **Title Revision**, need FROM/TO (but no explanation required) * For **changes to Units, Hours, Class Size, Requisites** – need FROM/TO **and explanation** * **AA GE, CSU GE, IGETC, or UC Transfer newly proposed** - Just. for Prop. Includes “Proposed for xx Area xx”   **New Courses – check for:**   * **GE/UC Transfer** - included in **Just. for Prop.** “Proposed for xx Area xx” * **Distance Ed** - included in **Just. for Prop**. - e.g. “Proposed for Distance Ed (online and hybrid)” | **Program Revisions**   * Check that changes shown on PC report are checked in Revision Type |

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| **Sean** | **Basic Course Information –** everyone   * Look through screen to get a general idea of the proposal   **Distance Ed** - these areas should be used:   * **“Interaction between students”**   Minimum weekly contact noted   * **“Interaction between instructor and students”**   Minimum weekly contact noted   * **Several other areas** should be used * Only if course has lab hours, **“Lab Activities”** field must be used * Only if Methods of Instruction and/or Class Size Justification say **“Individualized Instruction,”** that area must be used |  | **Course Revisions -** Check MC report for changes in these areas:   * **Fee revisions** – if MC shows change, must be checked in **Proposal Type**, and FROM/TO in **Justification for Proposal** * **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   **New Courses –** Check MD Report, Schedule Type field   * If includes **Distance Ed proposals** (schedule type 72 or HY), Just. for Proposal needs to say “Proposed for Distance Ed Online/Hybrid” |  |

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|  | **TR Level 2.8 COURSES** | **Technical Review**  **Level 2.8 - PROGRAMS** | **CC Level 6 COURSES** | **Curriculum Committee**  **Level 6 - PROGRAMS** |
| **Frank** | **Basic Course Information** (everyone)   * Look through screen to get a general idea of the proposal | **Check Attached Files screen:**  **State Narrative form:**   * **ALL** program proposals (new and revised, degrees and certificates) need a state narrative form posted on the Attached Files screen   + Exception: certificates less than 8 units do not need any documents as state will not approve certificates under 8 units * Links to narrative forms posted on curriculum.fullcoll.edu, Resources tab, “State Narrative Forms for Programs”   **New ADTs only:**  **Need Narrative + 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 posted in Attached Files, post recommendation in Cnet to attach the TMC. Include instructions telling originator where templates are posted     **New Certificates only:**  **Need Narrative + LAOCRC Documents:**   * By technical review, **LAOCRC Notice of Intent** and **LAOCRC Program Approval Application** for new CTE Certificates (8+ units) 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, less than 8 units:**   * No documents required as state will not approve certificates under 8 units |  | **Attached Files -** Check that correct program documents are posted in Attached Files:   * **State Narrative Form**: required for **ALL** program proposals (except certificates less than 8 units) * **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 Certificates** **less than 8 units** – No documents required |

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| **John**  **John**  cont. | **Basic Course Information –** everyone   * Look through screen to get a general idea of the proposal   **Proposed start** **date** - check  **Course Deletions**   * **Program Impacts**: Check each impacted program on CI report to be sure course has been removed from program (or is in process), **EXCEPT:**   + If deleted course is a Restricted Elective and removing it from program does not change program total units, can note in Just for Prop: “Deletion impacts xxx degree – Curriculum Office Update” rather than doing a Program proposal in Cnet * **Just for Proposal**- note new course number if existing course is being replaced, or explain reason for deletion if not being replaced   **Course Revisions with** **Title or Unit Revision – Program Impacts**   * Check each impacted program to be sure program proposal is in process that reflects title/unit change, **EXCEPT**: * **Interdisc Studies degrees, CSU GE Cert and IGETC Cert**   + Justification for Proposal: include statement “Title (or unit) revision impacts the xxx degree – Articulation Office update”   **Course Revisions with** **Title or Unit Revision – Program Impacts (cont.)**   * **Course Title Revision for other programs**   + If program proposal is already in process, needs to reflect new title   + If not, note in Just for Prop: “Title revision impacts the xxx degree – Curriculum Office Update” * **Course Unit Revision for other programs**    + **If Required Course** – program proposal must go through Cnet process to reflect new units   + **If Restricted Elective and program total units are not affected,** can note in course Just for Prop: “Unit revision impacts the xxx degree – Curriculum Office Update”   **Course Revisions – Justification for Proposal**   * If **Title Revision**, need FROM/TO (but no explanation required) * For **changes to Units, Hours, Class Size, Requisites** – need FROM/TO **and explanation** * **New UC Transfer and any new GE additions** noted with area (“Proposed for CSU GE Area xx; Proposed for UC Transfer”)   **New Courses – if any of these are part of proposal, must be noted in Justification for Proposal**   * Proposed for **Distance Ed** (hyb/OL) * Proposed for **UC Transfer** * Proposed for **any GE** (AA GE, CSU GE or IGETC) – list type and area (e.g. “Proposed for CSU GE Area xx”) | **Proposed start** **date**- check  **Program Description**   * + - Correct format (full name of program, order, standard language)     - Includes explanation of purpose/career paths     - Units included correctly   **Program Blocks** (check on PO)   * Check units in each section * Range of units calculated correctly * Program unit total matches total of each section * Program unit total matches in program description and bottom of course list * Use of “ands” and “ors” * ADT’s – must follow the TMC template (TMC should be completed & posted in Attached Files by tech review - must be posted and completed correctly before approving at 2.9) * For TMC’s, 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” | **The below are the Tech Review Chair Level 6 checks. Cindy is responsible for these Level 6 checks in spring 2019; John takes over in fall 2019**  **Proposed start date** - check  **Course Deletions**   * **Program Impacts**: Check each impacted program to be sure course has been removed (should have note at 2.9) * **Justification for Proposal**: note new course number if existing course is being replaced, or explain reason for deletion if not being replaced   **Course Revisions with** **Title or Unit Revision -** If Title or Unit Revision, check each impacted program to be sure change is reflected (should have note at 2.9). All “entangled” proposals must be approved on the same CC agenda.  **Course Revisions - Justification for Proposal**:   * FROM/TO for Title changes * FROM/TO and explanation for changes to Units, Hours, Class Size, Requisites * GE additions noted with area   **New Courses –** if any of these are part of proposal, must be noted in **Justification for Proposal**   * Proposed for Distance Ed (hyb/OL) * Proposed for UC Transfer * Proposed for any GE (AA GE, CSU GE or IGETC) – list type and area (e.g. “Proposed for CSU GE Area xx”) | **TRC Level 6 checks (Cindy spring 2019; John fall 2019)**  **Proposed start** **date**- check  **Program Units** - Be sure the total units are correct, and match in description/unit total/program block headers  **Attached Files -** Check that correct program documents are posted in Attached Files:   * **AA/AS Degree (new and revised)** - State Narrative * **ADTs (new and revised)**   + ADT State Narrative   + TMC Template * **New Certificate (CTE)** –   + State Narrative   + LAOCRC Notice of Intent   + LAOCRC Program Approval Application * **New Certificate (non-voc)**   State Narrative   * **Revised Certificates –** State Narrative * **Certificates less than 8 units** – Not eligible for state approval; no documents required |

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| **Laurie** | **Review all info related to catalog including:**   * Basic Course Information * Master Database * Check TOP/CIP code match | **Review all info related to catalog including:**   * Cover (TOP Code/CIP Code) | **All course proposals**   * Confirm TOP/CIP code match * Check all catalog information   **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 | **All program proposals**   * Confirm TOP/CIP code match |

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|  | **Articulation Office Review**  **Level 2.75 - COURSES** | **AO Review Level 2.8 - PROGRAMS** | **Curriculum Committee**  **Level 6 - COURSES** | **CC**  **Level 6 - PROGRAMS** |
| **Scott** | * Basic Course Information * Master Database * Articulation/Comparable Course * General Education * Requisites and Entry Skills | * Check courses for deletions, title revisions and unit revisions | For new **GE/Transfer Proposals** (AA GE, CSU GE, IGETC, UC Transfer), check the following:   * Included in Just. for Prop. “Proposed for xx Area xx” or “Proposed for UC Transfer” * Reflected on MD and Gen Ed screens, but not included in Catalog Description yet * Checked in Proposal Type (for course revisions only) |  |