**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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|  | **Technical Review****Level 2.8 - COURSES** | **TR****Level 2.8 - PROGRAMS** | **Curriculum Committee****Level 6 - COURSES** | **CC****Level 6 - PROGRAMS** |
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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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|  | **Technical Review****Level 2.8 - COURSES** | **TR****Level 2.8 - PROGRAMS** | **C C****Level 6 - COURSES** | **CC****Level 6 PROG** |
| **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
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|  | **Technical Review****Level 2.8 - COURSES** | **TR****Level 2.8 - PROGRAMS** | **Curriculum Committee****Level 6 - COURSES** | **CC****Level 6 - PROGRAMS** |
| **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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|  | **Technical Review****Level 2.8 - COURSES** | **Technical Review****Level 2.8 - PROGRAMS** | **CC****Level 6 - COURSES** | **CC****Level 6 - PROGRAMS** |
| **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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|  | **Technical Review****Level 2.8 - COURSES** | **TR****Level 2.8 - PROGRAMS** | **Curriculum Committee****Level 6 - COURSES** | **CC****Level 6 - PROGRAMS** |
| **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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|  | **Technical Review****Level 2.8 - COURSES** | **Technical Review****Level 2.8 - PROGRAMS** | **Curriculum Committee****Level 6 - COURSES** | **Curriculum Committee****Level 6 - PROGRAMS** |
| **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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|  | **Technical Review****Level 2.8 - COURSES** | **Technical Review****Level 2.8 - PROGRAMS** | **Curriculum Committee****Level 6 - COURSES** | **Curriculum Committee****Level 6 - PROGRAMS** |
| **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)
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