Fullerton College
Curriculum Committee
Online CurricUNET Review Process
Revision 09212022

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 that follow the in the tables below, division reps should evaluate 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:
- o Everyone should look through the Basic Course Information screen to get a general idea of the proposal:
  - o Catalog and Schedule Descriptions
  - o Proposed Start
  - o Proposal Type
- o Review curriculum according to the assignments in the following tables
- o If all your checks are OK, click "Reviewed" in Action field
- o If any items need correction, click "Recommend Changes" and post comments with instructions for correction

Gary...

Technical Review Level 2.8 - <u>COURSES</u>	Curriculum Committee Level 6 - <u>COURSES</u>
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	**Course Revisions -** Check CR report for changes in these areas: o **<u>Title revisions</u>** – Proposal type checked; "FROM/TO" in Justification for Proposal (but explanation not required) o **<u>Hours revisions</u>** – Proposal type checked; "FROM/TO" **and explanation** in Justification for Proposal o **<u>Units revisions</u>** – Proposal type checked; "FROM/TO" **and explanation** in Justification for Proposal o **<u>Class Size revisions</u>** - Proposal type checked; "FROM/TO" **and explanation** in Justification for Proposal

	Requisite changes - Proposal type checked; "FROM/TO" **and explanation** in Justification for Proposal

Abraham…

Technical Review Level 2.8 - <u>COURSES</u>	TR Level 2.8 - <u>PROGRAMS</u>

Units, Lecture/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)
 	
Requisites, Entry Skills
• Requisite statement matches on Requisite screen and in Catalog Description
• **Course Requisites**: check that all courses on Requisite screen have a match on Entry skills screen
• **Non-course requisites**: statements match on Requisite/Entry Skills screens)
• **Entry Skills matches** - Or/And done correctly
• **Special Requisite types** - see handout "<u>Advisories . . . Levels of Scrutiny-Summary</u>"
 	
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**:
• **Interdisciplinary Studies degrees, CSU GE Cert and IGETC Cert**
   o Justification for Proposal: include statement "Title (or unit) revision impacts the xxx degree – Articulation Office update"
• **Course Title Revision for other programs**
   o If program proposal is already in process, needs to reflect new title
   o If not, note in Just for Prop: "Title revision impacts the xxx degree – Curriculum Office Update"
• **Course Unit Revision for other programs**
	• 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:
	   o **Course Deletion in process**– course needs to be removed from program
	   o **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 "and" and "or"

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"	

Thydan…

Technical Review Level 2.8 - <u>COURSES</u>	TR Level 2.8 - <u>PROGRAMS</u>

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
	Description
	• Format (full name of program, order, standard language)
	  o AA/AS: "The Mathematics Associate in Science Degree prepares students to…"
	  o ADT: "The Sociology Associate in Arts Degree for Transfer, also called the Sociology AA-T, prepares students to…"
	  o 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 an acceptable grade for a course in the major only if the P is defined to be equivalent to a C or better.
	
	• Includes explanation of purpose/career paths
	• Units total matches the total at end of program blocks (check CO)
	• Format: "This degree/certificate requires a total of xx units."
	  o In description, only give total units and does not break down required courses/restricted electives units.
	• Certificate descriptions (but not degrees) should include sentence: "A grade of C or better 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 "and" and "or"
	  o "Or" usually only between regular/honors sister courses
	  o "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 and posted in Attached Files – if not, post CNET comment asking for it)

	Certificate Award Type (Cover screen)
	• The award type (and total units for a certificate should be consistent with the catalog description.

Kelly…

Technical Review Level 2.8 - <u>COURSES</u>	Technical Review Level 2.8 - <u>PROGRAMS</u>

Course Content
   • Correct format (check CO)
   • Length approx. ½ page per 1 unit (exception - Independent Study can be shorter)
   • Check (skim) for glaring typos
 	
Honors Information (only if Honors Course)
   o Check Honors Info on CO
 	
Multicultural
   • **All proposals with multicultural**
     o Screen is completed
   • **Newly proposed for multicultural**
     o Screen is completed
     o At least 50% of course content must focus on multiculturalism and multicultural education (CC app 12/5/18)
   • **Existing multicultural courses**
     o Remove MULT CULT REQ from end of catalog description
     o 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

Guy...

Technical Review Level 2.8 – COURSES	Curriculum Committee Level 6 - COURSES	CC Level 6 - PROGRAMS

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
 	
All course proposals
• Confirm TOP/CIP code match
• Check all catalog information
	TRC Level 6 checks.
	
	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.
	
	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")
	
	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)"
		TRC Level 6 checks
		
		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
		
		Program Revisions
		• Check that changes shown on PC report are checked in Revision Type

Valentin...

Technical Review Level 2.8 - <u>COURSES</u>
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 **Textbooks** • All in MLA format • At least one textbook within 5 years of effective date (e.g., 2024 proposal needs 2020+ copyright) **Library Information** • Has adequate materials – "Yes" checked

Allen...

Technical Review Level 2.8 - <u>PROGRAMS</u>	Curriculum Committee Level 6 - <u>PROGRAMS</u>

Attached Files:
State Narrative form:
• **ALL** program proposals (new and revised, degrees and certificates) need a state narrative form posted on the Attached Files screen
• Links to narrative forms posted on curriculum.fullcoll.edu, Resources tab, "State Narrative Forms for Programs"
 	
New ADTs only:
Need Narrative + TMC Template
o By Technical Review, TMC Template for new ADTs should already be posted in "Attached Files"
   o Check chancellor's website to confirm TMC template version is current - link posted on curriculum.fullcoll.edu, "Courses and Programs," "State Templates for TMC."
	Attached Files - Check that correct program documents are posted in Attached Files:
	
	o **State Narrative Form**: required for **ALL** program proposals
	
	o **New ADTs** - New ADT Narrative plus TMC Template
	   o 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"
	
	o **New Certificate** – New Certificate Narrative, LAOCRC Notice of Intent, LAOCRC Program Approval Application

Or google "Extranet TMC"

- o Or google "Extranet TMC"
- o 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:
- o By technical review, **LAOCRC Notice of Intent** and **LAOCRC Program Approval Application** for new CTE Certificates should already be posted in "Attached Files"
  - o If LAOCRC documents are not attached, post recommendation to contact their division rep or Ken Starkman for LAOCRC documents

Toni...

Technical Review Level 2.8 - <u>COURSES</u>	TR Level 2.8 - <u>PROGRAMS</u>

Objectives
- Begins with measurable verb
 	
Student Learning Outcomes/Assessments
- Outcomes begin with measurable verb
- Assessment method specified
 	
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:**
  o If deleted course is a Restricted Elective outside of discipline 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
- **Justification for Proposal**- note new course number if existing course is being replaced, or explain reason for deletion if not being replaced
 	
Course Revisions – Justification for Proposal
  - If **Title Revision**, need FROM/TO (but no explanation required)
	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"
	
	Program SLOs

• 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")	• Check SLO format (begins with measurable verb) • Method of assessment entered

Yolanda...

Technical Review Level 2.8 - <u>COURSES</u>	Curriculum Committee Level 6 - <u>COURSES</u>
Distance Education Addendum • Courses proposed for either online or hybrid instruction must have <u>DE Addendum</u> present as Attached File. • Review DE Addendum for… o Correct course title and number o Proposed start should match CNET proposed start o Modes of delivery and proposed DE methods o Checked boxes appropriate to the instructional methods for the course, e.g., individualized instruction o Explanations for any "Other" boxes checked **New Courses – if any of these are part of proposal, must be noted in Justification for Proposal** • Proposed for **Distance Ed** (Online/Hybrid) • 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")	**Course Revisions -** Check MC report for changes in these areas: o **Fee revisions** – if MC shows change, must be checked in **Proposal Type**, and FROM/TO in **Justification for Proposal** o **Distance Ed additions** – see Schedule Type field on MC; look for changes to "72" or "HY" o **If Schedule Type "72" is green**, "Add Distance Ed (Online)" should be checked in Proposal Type o **If Schedule Type "HY" is green**, "Add Distance Ed (Hybrid)" should be checked in Proposal Type o **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 o If includes **Distance Ed proposals** (schedule type 72 or HY), Just. for Proposal needs to say "Proposed for Distance Ed Online/Hybrid"

David...

Technical Review Level 2.8 - <u>COURSES</u>	Technical Review Level 2.8 - <u>PROGRAMS</u>	Curriculum Committee Level 6 - <u>PROGRAMS</u>
Review all info related to catalog including: • Master Database • Check TOP/CIP code match	**All program proposals** • Confirm TOP/CIP code match **Program Description** • Correct format (full name of program, order, standard language) • Includes explanation of purpose/career paths	**All program proposals** • Confirm TOP/CIP code match **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 "and" and "or"
  • 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)
	• 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)

Scott…

Articulation Office Review Level 2.75 - <u>COURSES</u>	AO Review Level 2.8 - <u>PROGRAMS</u>	Curriculum Committee Level 6 - <u>COURSES</u>

• 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)