

Quick Reference Guide for Course Checklist

- ❖ **BASIC COURSE INFORMATION:** This information is required for all courses.

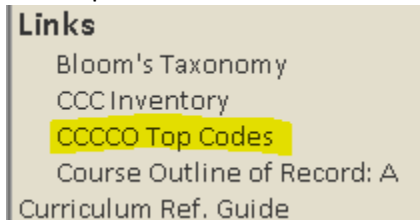
It includes the following fields: **College, Discipline, Course Number, Full Course Title, Catalog Course Description, Class Schedule Description, Proposed Start** (effective date of modification or new course), **Justification for Board Report** (for new courses enter rationale for proposing the course; for course deactivations enter reason for banking course) , **Honors Course** designation, and **Open Entry/Open Exit** and **PROPOSED CHANGES** (for course modifications only).

- ❖ **EQUIVALENT COURSES:** When entering a new course, the instruction office needs to be informed if the course will be replacing an existing course for data management purposes. **SIMILAR COURSES**, this area needs to be checked, so similar courses within the district, are kept in alignment with respect to prerequisites, corequisites and unit values. Otherwise, a different course number may be used.
- ❖ **UNITS/HOURS:** This area is required for all new courses and any course modifications changing the following fields: **Units, Hours, Faculty Load (FLCs), Repeatability, Grading Methods, Audit** designation.
- ❖ **MATERIALS FEE:** If the course requires a student to pay a materials fee the **Fee Amount** and **Fee Justification** must be provided.
- ❖ **STUDENT LEARNING OUTCOMES:** This information is required for all courses. This area describes the outcomes a student will be able to meet upon successfully completing the course. A link to Bloom's Taxonomy is available to assist in writing out the SLOs.
- ❖ **COURSE OBJECTIVES:** This information is required for all courses. Objectives should be broad in scope and be stated in terms of what students will be able to do upon completing the course.
- ❖ **COURSE LECTURE CONTENT:** If the course has a lecture component, enter the content in this field. Only the lecture content belongs in this field, if the course contains lab or TBA hours, that content needs to be entered under the specific course checklist area, see below.
- ❖ **COURSE LAB CONTENT:** If the course has a lab component, outline the content in this field. Note: Lecture/Lab science outlines should clearly distinguish lecture content from lab content; the lecture and lab content MUST NOT be identical.
- ❖ **TBA HOURS CONTENT:** If the course has additional "To Be Arranged" hours, the specific activities and how they are supervised must be entered under the content area.
- ❖ **RECOMMENDED PREPARATION:** If the course has a recommended preparation, it must be entered here along with the rationale or justification for why it is recommended. This may be a "Frequently Recommended" or one selected from the drop-down menu or it may be a Comment or Non Course

recommendation that is simply typed in the field. Each recommended preparation entered must have its own justification.

- ❖ **PREREQUISITE/COREQUISITE:** If the course has a Prerequisite or Corequisite, the fields in this area must be filled in. Along with the initial justification on the page, the **CONTENT REVIEW** area must also be complete for any prerequisites and corequisites.
- ❖ **CONTENT REVIEW:** This is only required if the course has a prerequisite or corequisite. The Prerequisite/Corequisite checklist area must be completed prior to content review checklist area.
- ❖ **MODES OF DELIVERY:** Select the different modes the course will be offered, such as Online, Hybrid and if course will be lecture or lab. Selecting online or hybrid triggers the **DISTANCE ED CHECKLIST**, which is where additional distance education information will be filled in.
- ❖ **REPRESENTATIVE INSTRUCTIONAL METHODS:** The various methods such as, Lecture, Field Trips, Directed Study, can be checked off here or typed in under Other Methods.
- ❖ **REPRESENTATIVE ASSIGNMENTS:** Writing Assignments, Reading Assignments and Other Outside Assignments, as well as To Be Arranged Assignments (if applicable) are listed in this area. If sample assignments are available, they may be added by selecting the **ATTACHED FILES** checklist item.
- ❖ **REPRESENTATIVE METHODS OF EVALUATION:** The methods used to demonstrate students have met the learning outcomes are selected here. The methods, such as Class Participation, Exams/Tests, Portfolios, can be selected or typed in the text box.
- ❖ **REPRESENTATIVE TEXTS:** Any textbooks, Manuals, Periodicals, Software or other similar materials required for the course should be entered here.
- ❖ **DEGREE/CERTIFICATE APPLICABILITY:** The submitter selects if the course should be designated as Degree Credit, Non-Degree Credit, Non-Credit or Basic Skills. Also, if the submitter is proposing the course to be part of a degree or certificate, that selection should be marked and the specific program title should be typed in the text box.
- ❖ **TRANSFERABILITY/GE:** The submitter selects any categories of transferability he/she feels the course meets as well as any college AA/AS General Education Degree Requirement Area. The selections are only *proposed*; the particular areas are not officially approved until the COI meeting or depending on the selection, once the Articulation Officer has received official notification.
- ❖ **DISTANCE ED:** If the course will be offered in distance education mode, this area should be completed. However, these screens are still a work in progress. The **DE METHODS** area is where the Instructional Methodologies (or contact type) are selected such as, Chat Rooms, Email Communication, Scheduled Face-to-Face Meetings, etc. After the types are added, the Frequency/Explanation can be entered. For CSM, if the course was previously approved as DE, the approved supplement PDF can be viewed as an attachment.
- ❖ **RESOURCES NEEDED:** This area is only required for new courses. The submitter must consult with the Librarian to determine if the Library Resources are adequate for the proposed course. This area is also in progress.

- ❖ **COMPARABLE TRANSFER COURSES:** This area is optional, but if course is proposed as transferable, the information provided here would expedite the articulation process.
- ❖ **MINIMUM QUALIFICATIONS:** This area can be completed by the Division Dean.
- ❖ **CB CODES:** This area can be completed by the Division Dean. The CB codes are Course Basic codes used for state reporting. There is a link on the left-hand column of CurricUNET to the Top Codes and their descriptions.



- ❖ **ATTACHED FILES:** Any additional documentation can be attached here, such as sample assignments.
- ❖ **CODES/DATES:** This page is to be completed by Instruction Office personnel only.