

Course Proposal Components Quick Guide

Create Proposal/Cover	Completed	Have Questions	Comments/Notes
Proposal Type <ul style="list-style-type: none"> See Merritt College CurricUNET META Proposal Types cheat sheet available at www.merritt.edu/wp/curriculumcommittee 	<input type="checkbox"/>	<input type="checkbox"/>	
Course Number <ul style="list-style-type: none"> Three digits [+ letter if applicable] (e.g. 001A, 025, 260B) <i>New course</i>: is number used at any Peralta college? <i>New course</i>: is number in appropriate Uniform Course Numbering System category? <i>New course</i>: If in a series/family, is number next in series? (e.g. 200A, 200B, 200C...) 	<input type="checkbox"/>	<input type="checkbox"/>	<p>Searching for available numbers: In META, select My Institution > your discipline in Subject > Select All in Status > enter desired three-digit course number > click Search button. If no courses appear, number is likely available for a new course.</p> <p>Uniform Course Numbering: 001-199: credit, degree-applicable, transferable 048NA-TZ*: credit, degree-applicable, transferable (upon campus review) experimental 200-249: credit, degree-applicable, nontransferable 248NA-TZ*: credit, degree-applicable, nontransferable experimental 250-299: credit, nondegree-applicable, nontransferable 500-699: noncredit 800-999: fee-based</p> <p>*if considering an experimental course, consult the curriculum chair or specialist</p>

	Completed	Have Questions	Comments/Notes
<p>Catalog Description</p> <ul style="list-style-type: none"> Does description follow Peralta format? <ul style="list-style-type: none"> Concise description Do not repeat title Less than 50 words; limit to four lines Start with adjective or noun (no “a,” “an,” “the,” or “this course”) Start with general phrase ending with a colon Start next word with capital letter Descriptive terms, no verbs, very few articles Note: One-sentence descriptions are OK if description consists of a single phrase 	<input type="checkbox"/>	<input type="checkbox"/>	<p>Examples:</p> <p>Selected literature of the twentieth century: Thematic and stylistic aspects of the individual work.</p> <p>General nature of computer hardware, software and systems: Introduction to word processing, spreadsheet, database management and presentation software; brief introduction to web browsing and email.</p> <p>Exploration and experimentation in special areas of ceramics.</p>
<p>Justification</p> <ul style="list-style-type: none"> <i>New course</i>: brief justification for introducing new course <ul style="list-style-type: none"> <i>Cloned courses</i>: do not use justification from other college. Justification should be Merritt specific. <i>Course changes in catalog info</i>: add justification for course change to end of original justification <i>Deactivations</i>: add justification for deactivation to end of original justification (e.g. no longer teaching, institutionalized as ____) 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Open Entry</p> <ul style="list-style-type: none"> Open-entry/open-exit courses are those in which students enroll at different times and complete at various times or at varying paces within a semester. 	<input type="checkbox"/>	<input type="checkbox"/>	<p>Open-entry/open-exit courses can be advantageous for learning assistance, modular, and noncredit courses that provide foundational skills. Apportionment is based on actual hours students attend.</p>

	Completed	Have Questions	Comments/Notes
Credit by Exam <ul style="list-style-type: none"> Credit by exam allows students to receive units by examination based on previous knowledge and acquired skills. When proposing a course be available for credit by exam, you should design an exam, attach it to the Attached Files section, and bring it to CIC for discussion and approval. 	<input type="checkbox"/>	<input type="checkbox"/>	
This is a stand alone course or a non-program GE requirement <ul style="list-style-type: none"> Check this box if the course is not one of the requirements of any degrees or certificates. This box changes the way the Student Learning Outcomes (SLOs) are mapped. Courses that are degree or certificate requirements will map to Program Learning Outcomes (PLOs). Courses that are not part of any program will map to Institutional Learning Outcomes (ILOs). 	<input type="checkbox"/>	<input type="checkbox"/>	Note: the definition of stand alone used here is not the official definition. Stand alone courses are those that are not part of a state-approved program (associate degrees, certificates of achievement, certificates of competency - noncredit, and certificates of completion - noncredit) AND are not part of any of the GE lists. Courses that are only required in a certificate of proficiency and do not appear on any GE list are technically considered stand alone. However, for the purposes of this checkbox, check the box if the course is a requirement for <i>any</i> degree or program.
CB23 Funding Agency Category <ul style="list-style-type: none"> This element describes whether or not a California Community Colleges Chancellor's Office Economic Development Grant was used to fully or partially develop a course and/or curriculum. You should choose Y - Not Applicable unless you have received a development grant offered by the state Chancellor's Office. 	<input type="checkbox"/>	<input type="checkbox"/>	

Cross-Listed Courses	Completed	Have Questions	Comments
<ul style="list-style-type: none"> Cross-listed courses are identical to another course in a different discipline. If the course you would like to cross-list with does not yet exist, you will need to build that course so that it appears as a selection on the list. <ul style="list-style-type: none"> Contact the curriculum chair or specialist to make a copy of the original course to use as the new cross-listed course. 	<input type="checkbox"/>	<input type="checkbox"/>	Cross-listing can increase visibility if scheduled under both disciplines.
List of Changes	Completed	Have Questions	Comments
<ul style="list-style-type: none"> <i>Reasons for Update:</i> <ul style="list-style-type: none"> Articulation/Title 5: updates to comply with regular review cycle or updates due to C-ID, articulation, or GE proposal feedback Due to assessment results: updates that are based on learning or data assessment Changes in Industry: updates based on advisory board recommendations, accrediting body requirement changes, exit skill necessity for affiliated jobs, changes in technology, etc. Other: explain reason for update in text box Erase any old information Create numbered list of changes 	<input type="checkbox"/>	<input type="checkbox"/>	Example: <ol style="list-style-type: none"> Revised course description Updated SLOs Updated lecture content Updated textbooks

Units/Hours	Completed	Have Questions	Comments
Variable <ul style="list-style-type: none"> Most courses will be NO, indicating a fixed number of units for the course. Modular, open-entry/open-exit, and work experience courses are often variable units. 	<input type="checkbox"/>	<input type="checkbox"/>	
Units <i>Unit calculation formula:</i> (lecture hours per week + lab hours per week + assignment/outside class hours per week) ÷ 3 Round <i>down</i> to the nearest 0.5 units.	<input type="checkbox"/>	<input type="checkbox"/>	Example Course: 1 hour lecture per week 5 hours lab per week 2 outside class hours per week $(1+5+2) \div 3 = 2.67 = \mathbf{2.5 \text{ units}}$
Lecture Hours <ul style="list-style-type: none"> Indicate number of lecture hours per week Usually roughly 1 lecture hour per 1 unit 	<input type="checkbox"/>	<input type="checkbox"/>	
Lab Hours <ul style="list-style-type: none"> Indicate number of lab hours per week Usually roughly 3 lab hours per 1 unit 	<input type="checkbox"/>	<input type="checkbox"/>	
TBA Hours <ul style="list-style-type: none"> Not customary; usually "0" 	<input type="checkbox"/>	<input type="checkbox"/>	

	Completed	Have Questions	Comments/Notes
<p>Grading Policy and Duration:</p> <ul style="list-style-type: none"> • <i>Grading policy:</i> Select desired grading option from list. <ul style="list-style-type: none"> ○ Courses offered at multiple colleges: grading options do not need to match the course at the other district college. However, it is recommended they are the same due to scheduling system limitations. • <i>Minimum duration:</i> recommended duration of instruction for the course. If you choose an option other than full semester a justification is required. • <i>Enrollment maximum:</i> recommended maximum enrollment for the course. If you choose something other than 40 a justification is required. 	<input type="checkbox"/>	<input type="checkbox"/>	The intention of minimum duration and enrollment minimum is for it to be an advisory/guideline for administrators scheduling the course. These recommendations are not binding or submitted to the state. The information and justifications are intended to be helpful information for administrators. It is understood that some courses necessitate different durations and enrollments (e.g. lab courses, etc.)
<p>Repeatability</p> <ul style="list-style-type: none"> • Usually NO <ul style="list-style-type: none"> ○ See the listed examples in META for a limited selection of repeatable courses. Detailed information can be found in the Course Repetition section of the college catalog. 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Previously offered as a Selected Topic</p> <ul style="list-style-type: none"> • Choose "Yes" if the course number previously ended in "48" (selected topic/experimental courses) and this is the permanent version of the course. <ul style="list-style-type: none"> ○ If yes, indicate the average enrollment and number of times the "48" course was offered 	<input type="checkbox"/>	<input type="checkbox"/>	

Degree/Transfer	Completed	Have Questions	Comments
<p>Required for Degree/Certificate</p> <ul style="list-style-type: none"> Check the Program Applicable box if the course is in any degree or certificate. When you do this, a dropdown menu will appear midway down the screen. Ignore textbox titled Legacy Required for degree/certificate. Select the degrees and certificates from list (list currently does not show type of degree/certificate or college; this will be fixed mid-spring 2016). 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Meets GE/Transfer requirements</p> <ul style="list-style-type: none"> Indicate if course has been approved for Merritt GE, CSU GE-Breadth or IGETC <ul style="list-style-type: none"> <i>New courses:</i> will not have approval for these yet. This can be updated later. Indicate if course is transferable to CSU and/or UC <ul style="list-style-type: none"> Course modifications: check www.assist.org to find if it's transferable <p><i>New courses:</i> courses numbered 001-199 are CSU transferable. UC transferability is determined after course is approved. New courses are not yet UC transferrable. This can be updated later.</p>	<input type="checkbox"/>	<input type="checkbox"/>	See the articulation officer for questions regarding transferability, articulation, and adding your course to any of the GE lists.
<p>CB03 Top Code</p> <ul style="list-style-type: none"> Important! Reference the Taxonomy of Programs guide available at www.merritt.edu/wp/curriculumcommittee Top Codes in the catalog may also help guide which one to choose. Top Codes with an asterisk are for CTE disciplines only. 	<input type="checkbox"/>	<input type="checkbox"/>	

	Completed	Have Questions	Comments/Notes
CB04 Course Credit Status <ul style="list-style-type: none"> Read the information on credit status types in META. Make sure the Course Credit Status matches the course number designation (see Cover - Course Number) 	<input type="checkbox"/>	<input type="checkbox"/>	
CB08 Basic Skills Course <ul style="list-style-type: none"> <i>Most courses:</i> choose N - Not a Basic Skills Course. Only certain ESL, English, math, and a few other designated disciplines can be basic skills. See link to Basic Skills/ESL Top Codes in META. 	<input type="checkbox"/>	<input type="checkbox"/>	
CB09 SAM Priority Code <ul style="list-style-type: none"> Important! Courses with incorrect SAM Priority Codes are automatically rejected by the state. CTE courses (with Top Codes that contain an asterisk) must be Apprenticeship, Advance Occupational, Occupational, Possible Occupational <ul style="list-style-type: none"> See link in META for guidelines. All other courses must be Non-Occupational 	<input type="checkbox"/>	<input type="checkbox"/>	
CB21 Levels Below Transfer <ul style="list-style-type: none"> <i>Most courses:</i> Y - Not Applicable Only CB08 Basic Skills courses may choose another option. <ul style="list-style-type: none"> See link in META for guidelines/rubric 	<input type="checkbox"/>	<input type="checkbox"/>	
General Education	Completed	Have Questions	Comments
<ul style="list-style-type: none"> Consult the articulation officer if you are interested in proposing the course for C-ID, CSU GE-Breadth or IGETC. 	<input type="checkbox"/>	<input type="checkbox"/>	

Lecture/Lab Content	Completed	Have Questions	Comments
<ul style="list-style-type: none"> List the lecture and/or lab content in the applicable text boxes. The list of topics can be in numbered or bulleted format. You may also format it with main topic headings and subtopic lists. Each topic should indicate the percentage of the lecture or lab that will be spent covering this topic. <ul style="list-style-type: none"> You may indicate individual percentages for each topic or just the main topics if using the main topic/subtopic format. 	<input type="checkbox"/>	<input type="checkbox"/>	<p>Format Examples (your list should be more detailed and should equal 100%):</p> <p><i>Example 1:</i></p> <ul style="list-style-type: none"> Topic 1 5% Topic 2 10% Topic 3 5% ... <p><i>Example 2:</i></p> <ul style="list-style-type: none"> Main Topic 1 20% <ul style="list-style-type: none"> Subtopic Subtopic Subtopic Main Topic 2 15% <ul style="list-style-type: none"> Subtopic Subtopic ...
Student Performance Objectives Student Learning Outcomes	Completed	Have Questions	Comments
<p>Student Performance Objectives</p> <ul style="list-style-type: none"> See SLO Writing Guidelines at www.merritt.edu/wp/slo and/or your division SLO coordinator 	<input type="checkbox"/>	<input type="checkbox"/>	

<p>Student Learning Outcomes</p> <ul style="list-style-type: none"> • See SLO Writing Guidelines at www.merritt.edu/wp/slo and/or your division SLO coordinator • Courses that are not a requirement in any Merritt degree or certificate will need to have their SLOs mapped to the ILOs. • Courses that are required in a degree or certificate will need to be mapped to the applicable PLOs. SLO to PLO mapping is completed in the applicable programs instead of the course. Since the programs are not editable unless a program modification is submitted, please fill out the SLO-PLO Mapping Worksheet at www.merritt.edu/wp/curriculumcommittee and attach it in the Attached Files section 	<input type="checkbox"/>	<input type="checkbox"/>	
Methods of Instruction	Completed	Have Questions	Comments
<ul style="list-style-type: none"> • List all instruction types that may be used for this course. • Be sure to check Distance Education if the course is being proposed to be taught online or as a hybrid. 	<input type="checkbox"/>	<input type="checkbox"/>	
Distance Education Instructor-Student Contact	Completed	Have Questions	Comments
<p>Distance Education</p> <ul style="list-style-type: none"> • Click the Will this course be available for Distance Education box if this course will have any online component. More data forms will appear. • Consult the example at www.merritt.edu/wp/curriculumcommittee and/or the campus DE coordinator if you need assistance with this section. 	<input type="checkbox"/>	<input type="checkbox"/>	Note: distance education addendums (reports) are not currently available in META. This should be fixed by mid-spring 2016. You may still propose distance education courses in the meantime.

Instructor-Student Contact <ul style="list-style-type: none"> Data fields will appear in this area if the course will be available for distance education 	<input type="checkbox"/>	<input type="checkbox"/>	
Assignments	Completed	Have Questions	Comments
Outside Class Hours <ul style="list-style-type: none"> The customary formula is 2 hours per lecture hour. The box automatically populates 2 hours per lecture hour, however, you may click Override Outside Class Hours should you need to add more. Lab and activity courses may also opt to add outside class hours if appropriate. However, it is not required. NOTE: Important! Outside class hours greater than the minimum may trigger a higher unit value. Please see the formula in the Units/Hours section to calculate total units.	<input type="checkbox"/>	<input type="checkbox"/>	
Out of class Assignment <ul style="list-style-type: none"> List all assignments, including library assignments. See instructions in META. 	<input type="checkbox"/>	<input type="checkbox"/>	
Student Assessment	Completed	Have Questions	Comments
Student Assessment <ul style="list-style-type: none"> Follow instructions in META. Note: the instructions will be changed to "AT LEAST ONE of the first four boxes must be checked" by mid-spring. Skill demonstration may be an acceptable substitute for essay for some courses. 	<input type="checkbox"/>	<input type="checkbox"/>	

Requisites Content Validation	Completed	Have Questions	Comments
<p>Requisites</p> <ul style="list-style-type: none"> Enter all prerequisites, corequisites, recommended preparation, and other conditions of enrollment (e.g. clearance checks, TB tests, CPR certification, etc.) If Other is chosen, please explain the condition of enrollment in the Non Course Requirement box. <i>Condition:</i> choose <i>and</i> or <i>or</i> if you are adding another requisite or recommended preparation. The condition will make it appear properly on the outline as to whether both are required or they are interchangeable (e.g. BIOL 10 <i>and</i> BIOL 24 vs. BIOL 10 <i>or</i> BIOL 24) 	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Content Validation</p> <ul style="list-style-type: none"> Add content validation if the course has requisites or recommended preparation. <ul style="list-style-type: none"> Most requisites will require Content Review (comparison of objectives and/or content of the course and its requisite). Contact the curriculum chair or specialist if you are unsure about what to select for content validation. 	<input type="checkbox"/>	<input type="checkbox"/>	

Texts, Readings, and Materials	Completed	Have Questions	Comments
<ul style="list-style-type: none"> • Enter representative texts, readings and materials for this course. • Even if you are unsure a textbook will be used, at least one representative textbook must be entered for transferable courses (numbered 001-199). <ul style="list-style-type: none"> ◦ Instructors are not obligated to use the exact text every semester. This is meant to be a representative example of the rigor and content. • If using websites, open license works, and other material types not listed, describe in the Other category and upload any applicable screenshots or excerpts in the Attached Files section. 	<input type="checkbox"/>	<input type="checkbox"/>	
Library	Completed	Have Questions	Comments
<ul style="list-style-type: none"> • This is to be filled out by the librarian during the approval process. We are exploring possible revisions to the librarian approval process. 	<input type="checkbox"/>	<input type="checkbox"/>	
Attached Files	Completed	Have Questions	Comments
<ul style="list-style-type: none"> • Attach any applicable files mentioned in previous sections, including but not limited to: <ul style="list-style-type: none"> ◦ The SLO-PLO Mapping Worksheet ◦ Examples of websites, open license works, and other material types described in the Other section of Texts, Readings, and Materials. ◦ Copy of proposed exam for Credit By Exam option. 	<input type="checkbox"/>	<input type="checkbox"/>	