Review the course to ensure its quality and integrity according to five essential criteria established by the Chancellor’s Office: 1) Appropriateness to Mission, 2) Need, 3) Curriculum Standards, 4) Adequate Resources, and 5) Compliance.

Instructions

1. Create an **MC Course Modification** proposal in CurriQnet for the course being reviewed.
2. Examine the course proposal, using this checklist as a guide and updating each field as needed.
3. Launch the course proposal.

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ARE EACH OF THE COURSE PROPOSAL SECTIONS LISTED BELOW COMPLETE AND UP-TO-DATE? | YES | NO
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**Course Offering**
Has the course been taught in the last two years? If not, consider deactivating it.
**Cover**
Does the **Description** accurately describe the course topic and content?
Is the **Description** written in the standard Peralta format?
Does the **Justification** indicate if the course is part of a certificate or degree program?
Are assignments and readings at college level for transferable courses?
**List of Changes**
If there are changes, is the **Reason for Update** checked?
Are all updates indicated in the **Course List of Changes**?
**Units/Hours**
Do the **Units** and **Hours** appropriately reflect the amount of lecture/lab content?
**Degree/Transfer**
If the course is program-applicable, is the program selected under **Required for Degree/Certificate**?
Are the **CB03 Top Code** and **CB09 SAM Code** accurate for CE courses?
**Lecture/Lab Content**
Do the **Lecture and Lab Outlines** reflect the major topics covered in the course?
Are the percentages of time spent on each major topic indicated, totaling 100 percent?
**Student Performance Objectives (SPOs)**
Do the SPOs align with the course student learning outcomes?
**Student Learning Outcomes (SLOs)**
Does the course have appropriate and measurable SLOs?
For stand-alone courses, are the SLOs mapped to institutional learning outcomes?
**Methods of Instruction**
Are all appropriate instructional methods for the course indicated?
**Distance Education (DE)**
If the course may be taught partially or fully online, is the DE addendum complete?
Is frequency indicated for each method of **Instructor-Student** and **Student-Student Contact**?
**Assignments**
Are representative assignments indicated for outside-of-class hours?
**Requisites and Content Validation**
If the course has **Requisites**, are they listed and validated?
Are the prerequisites, corequisites, and recommended preparation accurate?
If there are multiple requisites, is the **Condition** indicated?
**Texts, Readings, and Materials**
If the course is transferable, is there a representative **Textbook** published within the past five years?
If the textbook is not current, is there a justification?