

## Curriculum Review Course Checklist

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 [CurriQunet](#) 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.

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