

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 Changes in Catalog Info* proposal in CurricUNET META for the course being reviewed.
2. Examine the course proposal, using this checklist as a guide and updating each field as needed.
3. Attach the completed course checklist to the course proposal.
4. Launch the course proposal.

Course Number:

Course Title:

ARE EACH OF THE COURSE PROPOSAL SECTIONS LISTED BELOW COMPLETE AND UP-TO-DATE?	YES	NO
Course Offering		
Has the course been taught in the last two years? If not, consider deactivating it.		
Cover		
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?		
List of Changes		
If there are changes, is the <i>Reason for Update</i> checked?		
Are all updates indicated in the <i>Course List of Changes</i> ?		
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 <i>Required for Degree/Certificate</i> ?		
Are the <i>CB03 Top Code</i> and <i>CB09 SAM Code</i> accurate for CTE courses?		
Lecture/Lab Content		
Do the <i>Lecture</i> and <i>Lab Outlines</i> reflect the major topics covered in the course?		
Are the percentages of time spent on each major time 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?		
Are the SLOs mapped to institutional learning outcomes?		
Distance Education (DE) and Instructor-Student Contact		
If the course is taught in hybrid or online format, is the DE addendum complete?		
Is DE selected as an <i>Instruction Type</i> in the previous Methods of Instruction tab?		
Are DE contact methods adequately described with specific frequency?		
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 <i>Condition</i> indicated?		
Texts, Readings, and Materials		
If the course is transferable, is the textbook published within the past five years?		
If the textbook is not current, is there a justification?		