

Curriculum Review Procedure

Peralta Administrative Procedure (AP) 4020 states that “All programs, curriculum, and courses are reviewed on a three-year cycle through Program Review.” In the case of Career Technical Education (CTE) curriculum, AP 4020 is superseded by Title 5, which requires that all CTE courses and programs be reviewed every two years.

Review courses and programs to ensure their quality and integrity in accordance with five essential criteria established by the California Community Colleges Chancellor’s Office: 1) Appropriateness to Mission, 2) Need, 3) Curriculum Standards, 4) Adequate Resources, and 5) Compliance.

Step-by-Step Instructions

1. Download the [Curriculum Review Course Checklist](#), [Curriculum Review CTE Program Checklist](#), [Curriculum Review Non-CTE Program Checklist](#), and [Curriculum Review Report](#) forms from the Merritt College Curriculum website. Note that there are separate checklists for CTE and non-CTE programs.
2. Refer to the curriculum review plans on the Merritt College Curriculum website. Go to <http://www.merritt.edu/wp/curriculum/curriculum-review/plans/> or click on the *Curriculum Review Plans* link in the *Navigation* menu.
3. Select the appropriate discipline in the last column labeled *2018-2021 Curriculum Review Plans*.
4. Identify which courses and/or programs are scheduled for reviewed this cycle.
5. For each course or program being reviewed, create a MC Course Changes in Catalog Info or MC Program Modification proposal in CurricUNET META.
 - Click the **Create Proposal** button in the upper righthand corner of the screen.
 - Select either the *MC Course Changes in Catalog Info* or *MC Program Modification* proposal type from the dropdown menu.
 - Click the **Next** button at the bottom of the screen.
 - **For course modifications:**
 - Select the appropriate *Subject* from the dropdown menu.
 - Click the **Search** button.
 - Select the course being reviewed in the search results.
 - **For program modifications:**
 - Select the appropriate *Division* from the dropdown menu.
 - Select the appropriate *Department* from the dropdown menu.
 - Click the **Search** button.
 - Select the program being reviewed in the search results.
 - Click the **Next** button at the bottom of the screen.
 - Verify that the *Proposal Summary* is accurate.
 - Click the **Create Proposal** button at the bottom of the screen.

6. Starting with the *Cover* tab, examine and update each field in the proposal as needed, using the Course, CTE Program, or Non-CTE Program Checklist as a guide.
7. Answer “Yes” or “No” to the questions on the checklist. For each “No” response, indicate the specific update made either in the *List of Changes* tab for courses or at the end of the *Justification for Proposal* field (in the *Cover* tab) for programs.
8. Upload an electronic copy of the completed checklist to the proposal in the *Attached Files* tab.
9. Once all the tabs have been reviewed, the launch requirements indicated in the numbered boxes to the right of the relevant tabs should turn from orange to green.
10. Click the **Launch** button in the upper righthand corner of the screen.
11. After all reviews are completed, fill out the Curriculum Review Report.
12. Email the completed report to your dean, and carbon copy CIC Chair Nghiem Thai (nthai@peralta.edu), CIC Vice Chair Ruhina Najem (rnajem@peralta.edu), and Curriculum Specialist LaShaune Fitch (lfitch@peralta.edu).

If you have questions or would like assistance completing your curriculum review, please contact LaShaune Fitch at lfitch@peralta.edu.