

San Diego Mesa College
Checklist for Curriculum Review
Credit Course Outlines of Record

Course Title: _____ Course #: _____

Originating Campus: _____ Date: _____ Effective Date: _____

Instructions:

1. "N/A" answers indicate an issue does not apply to the proposed course.
2. "YES" and shaded "NO" answers indicate approval.
3. "NO" answers indicate a need for revision (unless they are shaded).
4. "?" answers indicate the need for additional information before the review can be completed.

Questions	N/A	YES	NO	?
1. Does the course fall within the mission of the community college (i.e., transfer to a four year institution, career technical education, precollegiate basic skills)? [See title 5.55805]				
2. If applicable, is the course in accord with state and federal laws including any licensing body or special funding provision?				
3. If applicable, have requirements of national, state and local approval and/or accrediting agencies been met?				
4. If applicable, for a new course approval, could the course articulate with CSU or UC or private/independent universities? Add list of campuses and courses. [See CEC 66740] www.info.assist.org				
5. If applicable, for a course being reviewed for revisions, does the course articulate with CSU or UC or private/independent universities? Add list of campuses and courses [See CEC 66740] www.info.assist.org				
6. Does the course meet requirements for UC Transfer Course Agreement or CSU GE Breadth?				
7. Is the course written at the baccalaureate level? [See CSU Executive Order #167]				
8. Is this course part of an approved program? (If not needs a program proposal.)				
9. Does the course fulfill one or more of these purposes: <ul style="list-style-type: none"> • A prerequisite for a subsequent course? • A general education, graduation requirement, district competency, or major requirement for a certificate of achievement, associate degree or an elective/standalone course? • A requirement of the intended occupation? 				
10. Is the course in compliance with District Policy 5300.2 in that it does not duplicate an existing, approved course?				
11. Is concurrence with other SDCCD campuses necessary?				
12. Does the title of the course accurately reflect the content of the course?				
13. Are the units accurate and appropriate?				
14. Does the catalog description contain complete sentences written in the present tense, does it clearly state the goals and outcomes a successful learner can demonstrate at the end of the course and is the audience identified?				
15. Are the prerequisite(s)/corequisite(s) appropriate?				
16. Have the prerequisite/corequisite statements been validated?				
17. Are the prerequisite/corequisite/advisory statements correct?				
18. Do the course objectives describe the outcomes in terms of what a successful learner can demonstrate at the end of the period of instruction? [See Title 5.55002(a)]				

Questions	N/A	YES	NO	?
19. Does the outline of topics include the course content in outline form, following the order of the objectives and utilize subtopics to show the emphasis each topic generally receives? [See Title 5.55002(a)]				
20. Does the "Appropriate Readings" section list specific types or provide reading examples which reference both the outline of topics and at least one course objective? [See Title 5.55002(a)] (Minimum of 2 examples.)				
21. Does the "Writing Assignments" section list specific types or provide examples of writing assignments and other demonstrations of ability (e.g. use symbol systems, logic, math, music, etc.) which reference both the outline of topics and at least one course objective? (Minimum of 2 examples.) [See Title 5.55002(a)]				
22. Does the "Appropriate Outside Assignments" section list specific types or provide examples of assignments that students are required to work on outside of the class which reference both the outline of topics and at least one course objective? (Minimum of 2 examples.) [See Title 5.55002(a)]				
23. Does the "Appropriate Assignments that Demonstrate Critical Thinking" section list types or provide examples of assignments requiring students to think critically and apply the concepts, and which reference both the outline of topics and at least one course objective? (Minimum of 2 examples.)				
24. Does the "Methods of Evaluation" section specify procedures which are consistent with the objectives, the course content, and the scope of the course and are based on demonstrated proficiency, at least in part, by means of essay, problem-solving exercises or skills demonstrations? [See Title 5.55002(a)(A)(B)(C); 55758; SDCCD Policies 3100 and 3110]				
25. Does the "Methods of Instruction" section specify what is appropriate for this specific course (e.g. lecture, lecture/laboratory, lecture/discussion, discussion/seminar, laboratory, work experience, independent study, distance learning, media-aided instruction, computer-assisted instruction, field experience, internship, or other)? [See Title 5.55002(a)]				
26. Does the "Required Texts and Supplies" section list examples of the specific textbooks with copyright dates or other college-level materials appropriate for the course and representative of current and emerging knowledge and practice? [See Title 5.55002(a); SDCCD Policy 3304] (Minimum of 2, maximum of 10 textbook examples)				
27. Is the required District information accurate and complete? Effective starting date(CR) Course Action Proposal (CR) Credit Course Outline (CO) Prerequisite/corequisite/advisory scrutiny (CR) Distance Education proposal (CR) Program proposal for new courses General Education, graduation requirement, district competency, multicultural (CR)				
28. Is the course assigned to a Discipline listed on the ASCCC Disciplines List? Name of discipline(s):				
Comments: (Identify the #'s being commented on.)				