

## Curriculum Triage Categories

**1: Only small typos. Missing punctuation. No major formatting issues. Can be corrected relatively quickly by the review lead. Can be pushed on.**

**2: Some minor formatting issues. Some information is missing. No substantial issues. Threading is largely satisfactory. Can be corrected relatively easily by the initiator. Needs to be returned to the initiator with a few recommendations for revision.**

**3: Major formatting issues. Threading between LOs, MOEs, and Assignments needs improvement or is absent entirely. Issues with Lecture Content -- including formatting. Needs to be returned to initiator for substantial revisions. Needs to be returned to the initiator with many or a few major revisions.**

## Checklist for Curriculum Review

### View the Program of Study

Curricunet -> Track-My Approvals -> Select Curriculum Committee Member then Next  
Click the WR for the Program to be reviewed

Flag and correct any typos (spelling, punctuation, etc.) in the COR.



#### 1. BRIEF DESCRIPTION

- a. Catalog Description – must be exactly as on Narrative (attached files in Curricunet), if CTE, must have potential careers mentioned. Every topic mentioned here must show in the course content. If there are field trips, they must be mentioned.
- b. Schedule description – must be shorter than catalog description and must use sentence fragments.
- c. Should not include catalog requirements (units, programs, etc., those might change)
- d. Are there prerequisites or other limitations? Do they make sense for this course?
- e. If this course is C-ID certified, it should state that here.
- f. If the course is transferable (1-99 UC and CalState, 100-199 CalState), Articulation Officer will need to see it.



#### 2. COURSE FUNCTIONS/OPTIONS [For new courses]

- a. Check TOP code
- b. Check SAM codes A=apprenticeship, B=capstone, C=clearly occupational (most CTE courses), D=possibly, E=non-occupational
- c. Is the content suitable for a 100 level course (or transferable course, etc.)



#### 3. COURSE VALUES

- a. Note the units and make sure the content is appropriate (calculus shouldn't be 1 unit)
- b. If the course has Lab hours, make sure there are methods of evaluation that are lab based
- c. Schedule Description should be short and to the point, usually sentence fragments



4. COURSE CONTENT (Lecture Topics Covered)

- a. Roman Numerals, then Capital Letters, then Arabic Numerals
- b. No repetition of content in two different areas.
- c. Everything should be relevant to the course and tie to a learning objective
- d. Minimum of jargon, spell out acronyms when first used
- e. No version numbers should be listed since those change (e.g. Word 2016)
- f. Proper indentation and spacing.



5. COURSE CONTENT (Student Learning Outcomes)

- a. Blank, they will be after Methods of Evaluation



6. COURSE CONTENT (Learning Objectives)

- a. Somewhere between 3 and 7 is appropriate
- b. Each should start with a verb
- c. Verb should relate to Blooms Taxonomy
- d. Taxonomy should be appropriately high for the level of the course
- e. Should reflect Lecture Topics Covered in some way



7. COURSE CONTENT (Methods of Evaluation)

- a. Each Learning Objective must have a method to evaluate the student
- b. Each Assignment should be evaluated as well
- c. Typical MoE will have: "...that demonstrate the student's ability to..."
- d. Should not include the word "understand" ...can't evaluate understanding
- e. STUDENT LEARNING OUTCOMES – need to be pulled directly from TracDat



8. COURSE CONTENT (Assignments)

- a. Need at least Reading, Writing, and Other
- b. Need to be applicable to the Learning Objectives
- c. Need to be accomplished outside of the classroom



9. COURSE CONTENT (Other Requirements)

- a. Textbook should not be more than 5 years old or justification must be provided
- b. Science course with labs must include a lab manual.



10. COURSE CONTENT (Prerequisite, etc)

- a. If there is a prerequisite or other requirement, what is it that is required from that other class that the student should know before taking this class?

