

## Course Evaluation Subcommittee (Curriculum)-Frequently Asked Questions

### ***Information***

1. Whom do I contact for assistance?

- You can contact the Curriculum Database Specialist, Monique Fernandez at (562) 938-4126 or email [curriculum-desk@lbcc.edu](mailto:curriculum-desk@lbcc.edu) or the Course Evaluation Subcommittee Chair, Allison Pop at (562) 938-4601 or email [apop@lbcc.edu](mailto:apop@lbcc.edu).

### ***Curriculum Forms***

2. What are the different types of course proposals?

All forms can be found on this website

<http://www.lbcc.edu/OAS/Curriculum/CurriculumForms.cfm>

A. New Course

- i. New Course Supplemental Form
- ii. New Course Impact Assessment Form

B. New Experimental Courses

- i. New Course Supplemental for Experimental Course Form

C. Distance Learning Courses

- i. Distance Learning Addendum Form
- ii. Distance Learning Course Guideline

D. Changes to Existing Courses

- i. Course Change Form

E. Basic Skills-Pre or Co-requisites

- i. Basic Skills Research Request Form

F. Honors

- i. Honors Addendum Template Worksheet

G. Material Fees

- i. Material Fee Template
- ii. Guide to Material Fees

3. What are curriculum forms?
  - Curriculum forms are intended to assist the college's administrators, staff, and faculty who are responsible for designing new curriculum and submitting those proposals for approval. Curriculum forms consist of prompts directly required by regulation, legal opinion and/or standards of good practice. The required forms, besides the course outline of record, provide documentation for internal and external auditing so as to demonstrate legal compliance and allow for tracking proposals as they navigate through the curriculum approval process.
4. Where are the curriculum forms located?
  - All curriculum forms are located on this website <http://www.lbcc.edu/OAS/Curriculum/CurriculumForms.cfm>

## **Outlines**

5. Where are course outlines located?
  - All active course outlines are located at <http://wdb-asir.lbcc.edu/CourseCurriculum/Login/login.cfm>
  - The public outline is available for viewing at <http://wdb-asir.lbcc.edu/coursecurriculum/coursedetails>. Faculty who wish to update an outline may use the Faculty Only link <http://wdb-asir.lbcc.edu/CourseCurriculum/Login/login.cfm>. This function requires you to use your current login credentials for the college.
6. What is the purpose of a course outline?
  - The course outline of record is a document with defined legal standing and plays a central role in the curriculum of the California community colleges. Course outlines of record are also used as the basis for articulation agreements, providing a document with which to determine how community college courses will be counted upon transfer to baccalaureate granting institutions. Course outlines are reviewed as part of a college's Program Review process, a process of central importance to accrediting agencies. For colleges to maintain their delegated authority to review and approve new and revised courses, they must certify that their local approval standards meet the comprehensive guidelines produced by the Chancellor's Office. The quality described in a course outline of record is evidence of meeting these guidelines. The course outline of record plays a particularly important role in the California community colleges because it clearly lays out the expected content and learning objectives for a course for use by any faculty member who teaches the course. Course outlines provide a type of quality control since it is not uncommon for community college courses to be taught by several, and sometimes dozens, of faculty members. In order to ensure that core components are covered in all sections of a course, the California

Community College System relies on the course outline of record to specify those elements that will be covered by all faculty who teach the course.

7. How do I print a course outline?
  - When you wish to print the entire course outline, go to the menu bar and select **print preview**. On the upper right of the page Print to: [PDF] [Flash Paper] will be displayed on the screen. You can click on either one to display the entire course outline. Once the course outline is displayed you can click on the print icon to print.
8. Where can I find course outline templates?
  - You can find course outline templates for credit courses and non credit courses at this website:  
<http://www.lbcc.edu/OAS/Curriculum/CurriculumForms.cfm>
9. What are course outline templates used for?
  - A course outline template is used as a guideline to create a rough draft of your new course outline before you go to the website and create a draft outline.
10. How can I make a change to the course and catalog description in the course outline database?
  - You will need to go to the course outline database <http://wdb-asir.lbcc.edu/CourseCurriculum/Login/login.cfm> from the adopted version of the course you would like to change you will create a draft version by clicking on the revise button on the bottom right hand corner. Make the changes on the draft outline. Have your Dean and Department Head sign off on the outline. Once this is done you should contact your peer reviewer to let them know you have made changes to the course outline. Please let Monique Fernandez the Curriculum Database Specialist know of the change so that she can make the change in the PeopleSoft system and it will show up in the college catalog.

### ***Faculty Curriculum Reference Book***

11. Where can I locate the most recent version of the Faculty Curriculum Reference Book?
  - You can find the most recent version of the Faculty Curriculum Reference book on this website: <http://www.lbcc.edu/oas/RefBook/>

### ***New Course***

12. What is the process developing for a new course?
  - First, you will need to fill out a New Course Supplemental Form and a New Course Impact Assessment Form. You can find these forms at <http://www.lbcc.edu/OAS/Curriculum/CurriculumForms.cfm>

under New Course. Don't forget to have them signed off by your department head and dean.

- Second, you will need to go to the curriculum database website <http://wdb-asir.lbcc.edu/CourseCurriculum/Login/login.cfm> and create a new course outline for the new course. Don't forget to have the course outline completely electronically signed off by your department head and dean.
- After you have completed the paperwork and course outline you will send them to the Curriculum Database Specialist, Monique Fernandez, at mail stop G-13 or drop them off in the office of Academic Services in T2020.
- Your new course will then be put on a Course Evaluation Subcommittee Agenda for one of its meetings. You will be notified via email when your course will be reviewed.
- After your new course has been reviewed and approved by the Course Evaluation Subcommittee it will then be put on the next Curriculum Committee Agenda for approval.
- After the Curriculum Committee approves your new course, it then gets sent over to the Board of Trustees for their approval.
- After the Board of Trustees has approved your new course you will then be able to offer your new course the following Fall according to the Curriculum Submission calendar which you can find at this link: <http://www.lbcc.edu/OAS/documents/CurriculumSubmissionCalendar2011.pdf>.

### ***Existing Course***

13. What is the process for making a change to an existing course, such as repeatability, units, prerequisites (excluding Basic Skills), or course name change?

- First, you will need to fill out a Course Change Form. You can find the form at <http://www.lbcc.edu/OAS/Curriculum/CurriculumForms.cfm> under Change to Existing Course. Don't forget to have it completely signed off by your department head and dean.
- Second, you will need to go to the curriculum database website <http://wdb-asir.lbcc.edu/CourseCurriculum/Login/login.cfm> from the adopted version of the course you would like to change you will create a draft version by clicking on the revise button on the bottom right hand corner. Then you can make the changes to the draft version of that course. Don't forget to have the course outline electronically signed off by your department head and dean.
- After you have completed the paperwork and course outline you will send them to the Curriculum Database Specialist, Monique Fernandez, at mail stop G-13 or drop them off in the office of Academic Services in T2020.
- Your course change will then be put on a Course Evaluation Subcommittee Agenda for one of its meetings. You will be notified via email when your course will be reviewed.

- After your course change has been reviewed and approved by the Course Evaluation Subcommittee, it will then be put on the next Curriculum Committee Agenda for approval.
- After the Curriculum Committee approves your course change it will then be available to be taught the following fall according to the Curriculum Submission calendar which you can find at this link:  
<http://www.lbcc.edu/OAS/documents/CurriculumSubmissionCalendar2011.pdf>
- If the change involves renumbering the course, you must first consult Trevor Rodriguez, the Articulation Officer, to verify transferability, if this is your goal. Next, you must research the available course numbers, because previously used numbers cannot be reused. Then you must follow the steps listed above; in addition, your department chair and dean must compose a letter to Academic Services and the Course Evaluation Subcommittee, explaining the rationale for renumbering the course.

## ***Honors***

### 14. What is the process for creating an honors course?

- First, contact the Honors Coordinator, Maureen Mason, to discuss the course. Also, obtain the support of your department chair and dean.
- Second, you will need to fill out a New Course Supplemental Form and a New Course Impact Assessment Form. You can find these forms at <http://www.lbcc.edu/OAS/Curriculum/CurriculumForms.cfm> under New Courses. Don't forget to have them completely signed off by your department head and dean. There is also an Honors Addendum Template Worksheet to guide you through the process at <http://www.lbcc.edu/OAS/Curriculum/CurriculumForms.cfm> under Honors.
- Third, you will need to go to the curriculum database website <http://wdb-asir.lbcc.edu/CourseCurriculum/Login/login.cfm> and create a new course outline for the new course. You must also have the Honors Addendum Tab filled out or your course will not be accepted. Don't forget to have the course outline electronically signed off by your department head and dean.
- After you have completed the paperwork and course outline you will send them to the Curriculum Database Specialist, Monique Fernandez at mail stop G-13 or drop them off in the office of Academic Services in T2020.
- Your new honors course will then be put on a Course Evaluation Subcommittee Agenda for one of its meetings. You will be notified via email when your course will be reviewed.
- After your new honors course has been reviewed and approved by the Course Evaluation Subcommittee it will then be put on the next Curriculum Committee Agenda for approval.
- After the Curriculum Committee approves your new honors course it then gets sent to the Board of Trustees for their approval.

- After the Board of Trustees has approved your new honors course, you will then be able to offer your new honors course the following fall according to the Curriculum Submission calendar which you can find at this link:  
<http://www.lbcc.edu/OAS/documents/CurriculumSubmissionCalendar2011.pdf>

### ***Distance Learning***

15. What is the process for a distance learning course?

- First, you should consult with the Director of Distance Learning, Amit Shai.
- Second, you will need to fill out a Distance Learning Addendum; you can find the form at <http://www.lbcc.edu/OAS/Curriculum/CurriculumForms.cfm> under Distance Learning Course. Don't forget to have it completely signed off by your department head and dean.
- After you have completed the paperwork you will send it to the Curriculum Database Specialist, Monique Fernandez, at mail stop G-13 or drop them off in the office of Academic Services in T2020.
- Your Distance Learning Addendum will then be put on a Course Evaluation Subcommittee Agenda for one of its meetings. You will be notified via email when your course will be reviewed.
- After your Distance Learning Addendum has been reviewed and approved by the Course Evaluation Subcommittee it will then be put on the next Curriculum Committee Agenda for approval.
- After the Curriculum Committee approves your Distance Learning Addendum, it will then be available to be taught the following semester.

### ***Experimental Course***

16. What is the process for an experimental course?

- First, you will need to fill out a New Course Supplemental Experimental Course Form. You can find the form at <http://www.lbcc.edu/OAS/Curriculum/CurriculumForms.cfm> under New Experimental Courses. Don't forget to have it completely signed off by your department head and dean.
- Second, you will need to go to the curriculum database website <http://wdb-asir.lbcc.edu/CourseCurriculum/Login/login.cfm> and create a new course outline for the new course. Don't forget to have the course outline electronically signed off by your department head and dean.
- After you have completed the paperwork and course outline you will send them to the Curriculum Database Specialist, Monique Fernandez, at mail stop G-13 or drop them off in the office of Academic Services in T2020.
- Your new experimental course will then be put on a Course Evaluation Subcommittee Agenda for one of its meetings. You will be notified via email when your course will be reviewed.

- After your new course has been reviewed and approved by the Course Evaluation Subcommittee, it will then be put on the next Curriculum Committee Agenda for approval.
- After the Curriculum Committee approves your new course, it will be available to be taught the following semester. An experimental course can only be taught for two years, and then you must convert it to a regular course or inactivate it.

### ***Material Fee***

17. What is the process for including a material fee?

- First, you will need to fill out a Course Change Form. You can find the form at <http://www.lbcc.edu/OAS/Curriculum/CurriculumForms.cfm> under Change to Existing Course. You will also need to fill out a Material Fees Template which you can find at <http://www.lbcc.edu/OAS/Curriculum/CurriculumForms.cfm> under Material Fees. Don't forget to have them completely signed off by your department head and dean.
- Second, you will need to go to the curriculum database website <http://wdb-asir.lbcc.edu/CourseCurriculum/Login/login.cfm> and create a draft outline for the course you wish to make changes to. Then you can make the changes to the course outline for that course. Don't forget to have the course outline completely electronically signed off by your department head and dean.
- After you have completed the paperwork and course outline you will send them to the Curriculum Database Specialist, Monique Fernandez, at mail stop G-13 or drop them off in the office of Academic Services in T2020.
- Your Material Fee will then be put on a Course Evaluation Subcommittee Agenda for one of its meetings. You will be notified via email when your course will be reviewed.
- After your Material Fee has been reviewed and approved by the Course Evaluation Subcommittee it will then be put on next Curriculum Committee agenda for their approval.
- After the Curriculum Committee approves your Material Fee, it is then sent to the Board of Trustees for their approval.
- After the Board of Trustees has approved your Material Fee, you will be able to offer your Material Fee the following fall according to the Curriculum Submission calendar which you can find at this link: <http://www.lbcc.edu/OAS/documents/CurriculumSubmissionCalendar2011.pdf>

### ***Supplemental Learning***

18. What is supplemental learning?

- Supplemental learning is defined as assistance that is offered in learning labs or similar venues and is linked to a primary/parent course. (Source: CCC Supplemental Learning Assistance and Tutoring Regulations and Guidelines prologue)

19. What is the process to add supplemental learning to an existing course?

- The first step is to contact the full-time Instructional Specialist who is responsible for the Success Center in which the supplemental learning will take place. The Instructional Specialists include Ladera Barbee in the LAC Math Success Center, Rodney Rodriguez in the LAC Writing and Reading Success Center, Emily Gehrmen in the LAC Multidisciplinary Success Center, and Heidi Neu in the PCC Multidisciplinary Success Center and the PCC Career and Technical Education (CTE) Center. This contact provides an opportunity to confer about the guidelines and expectations relating to supplemental learning.
- Second, you will need to complete the Supplemental Learning portion on the Course Change Form. You can find the form at <http://www.lbcc.edu/OAS/Curriculum/CurriculumForms.cfm> under Change to Existing Course. Don't forget to have it signed off by your department head, dean the appropriate SI specialist.
- Next, you will need to go to the curriculum database website <http://wdb-asir.lbcc.edu/CourseCurriculum/Login/login.cfm> and create a draft outline for the course you wish to add Supplemental Learning to. Then you can make the changes to the course outline for that course. You will need to fill out all Supplemental Learning parts of the outline. Don't forget to have the course outline electronically signed off by your department head and dean.
- After you have completed the paperwork and course outline you will send them to the Curriculum Database Specialist, Monique Fernandez, at mail stop G-13 or drop off in the office of Academic Services in T2020.
- Your course change for Supplemental Learning will then be put on a Course Evaluation Subcommittee Agenda for one of its meetings. You will be notified via email when your course will be reviewed.
- After your course change for Supplemental Learning has been reviewed and approved by the Course Evaluation Subcommittee, it will then be sent over to the Curriculum Committee for their approval.
- After the Curriculum Committee approves your course change for Supplemental Learning, it will then be available to be taught the following fall according to the Curriculum Submission calendar which you can find at this link <http://www.lbcc.edu/OAS/documents/CurriculumSubmissionCalendar2011.pdf>

### ***Board of Trustees***

20. Which changes have to go to the Board of Trustees?

<http://www.lbcc.edu/OAS/documents/CurriculumSubmissionCalendar2011.pdf>

- New courses
- Material Fees (new and those that are increased)

21. Which changes do not have to go to the Board of Trustees for approval?  
<http://www.lbcc.edu/OAS/documents/CurriculumSubmissionCalendar2012.pdf>
- Prerequisites, Corequisites, Recommended Preparation, Supplemental Learning, Class Size Maximum, Grade Code, Catalog Number, Title, Subject, Units and decreasing of the Material Fee.

### ***Approval of Courses***

22. How long does it take for a proposal to be fully approved and ready for implementation?
- It takes a year for all proposals to be fully approved and ready for implementation, except for a Distance Learning course or New Experimental courses which take a semester to be ready for implementation.
23. How soon can I teach an approved course?
- You can teach an approved course the following fall semester, if and only if, it has been approved by the Board of Trustees. If the course is a distance learning course or new experimental course you can teach it the following semester.
24. What is the most common reason my course will not be approved?
- The link below will help to guide you with the guidelines to what is acceptable for a new course proposal  
[http://www.lbcc.edu/OAS/documents/Min%20Standards\\_3-08.pdf](http://www.lbcc.edu/OAS/documents/Min%20Standards_3-08.pdf)
25. Where can I find more resources related to curriculum?
- You can find all resources related to curriculum on the college curriculum website at <http://www.lbcc.edu/oas/curriculum/>. You can also find information in the Curriculum Faculty Reference Book at <http://www.lbcc.edu/oas/RefBook/>

### ***Routine Review***

26. What is routine review?
- Information on routine review and its process can be found on this link:  
<http://www.lbcc.edu/OAS/documents/ch9coursereview1.pdf>
27. How do I know which courses are due for routine review?
- You can find the listing of Courses due for routine review at <http://www.lbcc.edu/OAS/Curriculum/CurriculumReview.cfm> under Course Review. You can also find information in the Curriculum Faculty Reference Book at <http://www.lbcc.edu/oas/RefBook/>
28. What does the routine review process entail?
- You can find the Routine Review Process at <http://www.lbcc.edu/OAS/Curriculum/CurriculumReview.cfm> under

Course Review. You can also find information in the Curriculum Faculty Reference Book at <http://www.lbcc.edu/oas/RefBook/>

### ***Basic Skills***

29. How do I find more information on establishing a Basic Skills pre- or co-requisite for my course or program?
- You can go to <http://www.lbcc.edu/OAS/Curriculum/CurriculumForms.cfm> under Basic Skills and click on the instructions tab and it will give you the information needed to establish a basic skills pre or co-requisite.

### ***Student Learning Outcomes***

30. How can I find more information on writing outcomes?
- You can find information on how to write Student Learning Outcomes on the Course Curriculum Database at <http://wdb-asir.lbcc.edu/CourseCurriculum/Login/login.cfm>. You can go to the help button for the Outcomes tab and it will give you the information needed to successfully write your Student Learning Outcomes.

### ***Curriculum Guides***

31. What is the process to remove courses from the Curriculum guides once they are inactivated?
- The most appropriate time to make this change is during our annual curriculum guide review cycle (December –February) if the courses will be inactivated effective that fall/spring. The department should be able to remove them from the curriculum guide during this cycle. Once the curriculum guides are printed in the catalog, then it would have to wait until the following year in order to have consistency with the online version of the curriculum guide. We usually also use the Curriculum Changes Report that the Curriculum Database Specialist provides us annually to see if these courses should be removed.