

**Highlights on How to
Create a New Course Outline*
Revise an Existing Course Outline*
from the Course Evaluation Subcommittee Chair**

1. Obtain a course outline template from the [curriculum forms site](#) and Bloom's Taxonomy from the [curriculum resources site](#).
2. Register on the [course outline website](#).
3. If revising an existing course outline then analyze and evaluate the adopted course outline found on the [course outline website](#) (must be in the "print preview" mode to navigate through the pages) **AND** view suggested examples located in the *help button* on each course outline page (found with draft course outlines only).
4. If creating a new course outline research comparable courses at other community colleges, regional CSUs and UCs (lower-division only) **AND** inform the Course Evaluation Subcommittee Chair and Articulation Officer (transfer level only) of the department's intent.
5. Research LBCC course outline standards and timelines by downloading that information from the [curriculum review website](#), viewing [adopted course outlines](#), and/or view directions and suggested samples located in the *help button* on each course outline page (found with draft course outlines only).
6. Develop a draft course outline document on the [course outline template](#) (Word version). This eases electronic sharing of the work* and provides access to all Word functions that are unavailable on the course outline website.
7. Consult with department colleagues, routine review peer reviewers, and other relevant personnel to develop the course outline document on the course outline template.
8. When the outline is ready to be uploaded, create a draft course outline on the [course outline website](#) by either clicking the "revise" button on an existing adopted outline (bottom right on the face page) or clicking on "new course proposal" in the toolbar for a new course outline. Copy and paste the information from the course outline template (Word document), section by section, into the draft course outline on the course outline website.
9. Inform the department head and school dean to review the course outline and to obtain their authorization signatures (done electronically through the course outline website).
10. Submit this work according to [established curriculum procedures](#).