

Course Evaluation Subcommittee **Minimum Standards for Acceptance of Curriculum Proposals**

All curriculum proposal documents that are required provide an affirmation to reinforce the course standards demanded in CCR (Title 5), outlined in the Chancellor's Office *Curriculum Standards Handbook*, and described in the state Academic Senate's "Standards of Good Practice for Curriculum Development".

In very general terms there are five criteria, which the Course Evaluation Subcommittee uses in evaluating new course proposals. These criteria have been formulated by the Chancellor's Office staff and derived from statute, regulation, intersegmental agreements, guidelines from transfer institutions and industry, and standards of good practice in the field of curriculum design.

- Appropriateness to mission
- Need
- Quality
- Feasibility
- Compliance

Authority to oversee curriculum activity rests with the Board of Governors for the California Community Colleges; however, they have delegated that responsibility to the Chancellor's Office, which has, in turn, delegated part of that authority to local districts on a conditional basis. Consequently, the Course Evaluation Subcommittee must apply specific criteria to the peer review process of curriculum approval. The curriculum proposal documents provide the required assistance and documentation for this process.

In an effort to develop and maintain a consistent standard of document preparation throughout the college and to facilitate communication between a department and the Course Evaluation Subcommittee the following general standards—applied to all documents submitted—and specific standards—for identified documents—are requested. Curriculum documents can be obtained at the [curriculum forms website](#).

General Standards

- All documents are to be the most current version, which can be found on the curriculum forms website.
- All documents are to be word-processed.
- Complete and current signatures on all submitted documents are required.
- All required documents must be submitted simultaneously for a proposal to be accepted by the published deadline on the [Curriculum Review Deadline calendar](#).
- New course submission acceptance will follow according to the school groupings published by the Academic Services Office on the [Curriculum Review Deadline calendar](#).

Specific Standards

Course Change Form

- All changes are to be completely identified where requested on the document. (Removal of an item will need to be noted accordingly.)
- This document must contain a complete and thorough reason, for each of the requested changes, in the identified section.
- Any submitted change request will alter an existing course outline, so an updated, “draft” course outline must be created on the [course outline website](#). This draft must reflect all requested changes and have all authorization signatures.
- A [materials fee memo](#) is required for the establishment of a new fee or adjustment to an existing fee. Further information can be obtained from the [Faculty Curriculum Reference Book](#).

New Course Supplemental Information Form

- A response is necessary for every question. “NA” may be an appropriate response.
- An attached Curriculum Guide is required, except for “stand alone” courses, which are not part of any approved program.
- The attached Curriculum Guide must identify the new course’s placement within the program.
- Vocational classes will require the submission of advisory committee minutes appropriate for the course proposal.

Requisite Page Scrutiny Form (located on Course Outline website)

- An addition, deletion, or change to any requisite requires the corresponding reflection of this exact information on both the draft course outline's face page and requisite page.
- The department must provide the requested 4 to 6 discrete learning outcomes of student skills and knowledge in the requested space.

For Reference:

[Course Outline Website](#)

[Curriculum Form Website](#)

[Curriculum Reference Website](#)

New Course Proposal

1. Course Outline
2. Impact Assessment Form
3. New Course Supplemental Information Worksheet
4. Curriculum Guide (with identified course placement)
5. Materials Fee Memo (as necessary)
6. Vocational Advisory Committee minutes (as necessary)

Course Change Request

1. Course Change Form
2. Course Outline (reflecting requested changes)
3. Materials Fee memo (as necessary)

Distance Learning Request

1. Distance Learning Addendum Form with signature page (for an existing course)
2. For a new class (see New Course Proposal) and include a Distance Learning Addendum with signature page

Honors Request

1. Course Change Form (if for an existing course; if not, see new Course Proposal)
2. Course Outline
3. Honors Addendum (Honors button on draft course outline)