

Content and Course Evaluation

Michelle Grimes-Hillman, Mt. San Antonio College
Elizabeth Atondo, Los Angeles Pierce College

References

- [Program and Course Approval Handbook](#)
- [The Course Outline of Record: A Curriculum Reference Guide](#)

Course Evaluation

- The course curriculum must be current.
- The course requisites are reviewed every two (CTE) or six years (all other courses), mandated by Title 5 § 55003.
- CSUs – Textbooks must be less than 5 years old.



Program Review and Revising the Course Outline

- The course outline of record is a critical element of any program review process because it lays the foundation for all learning needs such as facilities, equipment, supplies, staff.
- It is also a central requirement for remaining an accredited institution by the Accrediting Commission for Community and Junior Colleges.

Reference: [The Course Outline of Record: A Curriculum Reference Guide](#)



Evaluating the COR

- Not all COR changes are equal
 - Substantive
 - Minor



Substantive COR changes

- Changes that might require a full CC review
 - major change in Catalog Description, Objectives, or Content which alters the need or justification for the course
 - calls into question the ability of the course to meet standards in Title 5 or the Program and Course Approval Handbook
 - change in units and hours
 - change in number of repetitions (No course repetitions!)
 - change in credit/noncredit status
 - change in prerequisites, corequisites and advisories
 - change in modality, e.g. distance education (requires a separate review process)
 - delivery in a highly compressed time frame
 - offering a course in experimental status
 - determination of imminent need to initiate expedited approval

Minor COR changes

- Could be completed through consent
 - minor, non-substantive changes in Catalog Description, Objectives, or Content (see above)
 - change in course number (within college policy)
 - change in course title
 - add/drop from an associate degree or certificate program (must continue to be of two year or less duration)
 - add/drop from the associate degree general education list.*

*The expectation is that the change in general education status would be based on well-established criteria for each general education area, reviewed and recommended either by divisional faculty or a general education subcommittee

Rationale?

- What is required of discipline faculty and CCs as course content undergoes regular evaluation?

