Course Outline Checklist

✓ **Course Title and Description**
  - ➢ Does the course title and description accurately describe the course?
  - ➢ Is the description an appropriate length? (Not too long, not too short?)
  - ➢ Be sure to include any additional information in the course description that is important to the student: repeatable, pass/no pass, prerequisites, advisories, cross listed?
  - ➢ Anticipated First Offering: Enter the term in which you plan to offer this version of the course. Allow time for Chancellor's Office approval:
    - ▪ one year for a new course
    - ▪ one year for a substantial change to an existing course (units, TOP code, credit status)
    - ▪ 6 months for a non-substantial change to an existing course (title, course description, hours that don't affect units, SLOs, textbooks, content)

✓ **Justification**
  - ➢ If this is a new course, does the justification support the mission and goals of the program?
  - ➢ If this is an existing course, what is the reason for modifying the course? List the elements of the course that are being modified or updated. Be specific. For example: "This course on the 5 year cycle for review. Modified content to include _____, updated textbooks, student learning outcomes, methods of evaluation."

✓ **Units, Lecture and Lab hours**
  - ➢ Are there an appropriate number of lecture/lab hours for the number of units?
  - ➢ The number of weeks should be "18". We convert the weeks to "16" when the course is scheduled.

✓ **Grading and Repeatability**
  - ➢ Is grading option appropriate for the course? Letter grades? Pass/No Pass? Option?
  - ➢ Is it appropriate for this course to be repeated?

✓ **Advisories, Prerequisites and Co-requisites**
  - ➢ If Advisories/Prerequisites are being added or modified, has the advisory/prerequisite validation form been uploaded?
  - ➢ Are Advisories/Prerequisites reasonable and appropriate for the course?
  - ➢ Be sure to include the advisories and prerequisites in the course description.

✓ **Cross Listed Courses/Basic Skills/C-ID**
  - ➢ If applicable, have Basic Skills questions been answered?
  - ➢ If applicable, has C-ID code been filled out?
  - ➢ If this is a cross listed course, have each of the cross listed courses been updated?

✓ **Distance Education**
  - ➢ If Distance Education is being added or modified, has the DE Course Accessibility Agreement been uploaded?

✓ **Student Learning Outcomes**
  - ➢ Are there an appropriate number (2 – 4) of Student Learning Outcomes?
  - ➢ Have Student Learning Outcomes been written with active verbs (reference Bloom's taxonomy) and are they measurable?
  - ➢ Are the SLO's linked to the Institutional Learning Outcomes (ILO), if appropriate?

✓ **Methods of Evaluation**
  - ➢ Percent ranges are guidelines. Do the percent ranges add up to at least 100%?

- ✓ **Content**
  - ➢ Does the content section reflect the correct number of hours? Does it contain an adequate amount of information?

- ✓ **Student Performance Objectives**
  - ➢ Have the Student Performance Objectives been included in the content section and do they support the Student Learning Outcomes?

- ✓ **Out-of-Class Assignments**
  - ➢ Have out-of-class assignments been included in the content section or in the Out-of-Class-Assignments section. Do they support the Student Performance Objectives.

- ✓ **Textbooks**
  - ➢ Are the textbooks within 5 years old and has readability been verified? If more than 5 years old, is there an explanation for using an older text?

- ✓ **Resources**
  - ➢ If this is a new course, do we have adequate resources to offer the course?
  - ➢ If the course is transferable, has the research been done to support transferability?

- ✓ **Final Check**

  Has the spelling and grammar been reviewed?