



General Notes	
<input type="checkbox"/>	Are all areas completed?
<input type="checkbox"/>	Check every section of the outline for proper grammar.
<input type="checkbox"/>	Is the course's start date appropriate (check current Curriculum Calendar for deadlines).
<input type="checkbox"/>	New Courses – What degree or certificate is the new course tied to?
<input type="checkbox"/>	Does the course equate with Crafton or other courses at SBVC?
Top Section of the Course Outline of Record	
<input type="checkbox"/>	Course Title: Does the title make sense? Are there spelling errors?
<input type="checkbox"/>	Course Title: Is the department changing the course title? If so, check the <i>Impact Report</i> to see if they have launched a program modification.
<input type="checkbox"/>	Division and Department – Is this accurate?
<input type="checkbox"/>	ASCCC Discipline: Does the ASCCC align with the Minimum Qualifications Manual?
Course Description	
Course descriptions should be a brief overview of the course, with two to six complete sentences.	
<input type="checkbox"/>	Is the information listed in the course description also listed in the course content or objectives?
<input type="checkbox"/>	Noncredit courses: Course description should state that it is a noncredit course.
<input type="checkbox"/>	If the course is cross-listed or mirrored, look for wording at the end of the descriptions that says, "this course is also offered as..." or "this course may also be offered for credit as..."
<input type="checkbox"/>	If a course changes its number, look for a formerly note at the end of the description.
<input type="checkbox"/>	Does the description have Diversity, Equity, Inclusion, and Anti-Racism (DEIAA) information (if applicable)?
Proposal Information	
<input type="checkbox"/>	Rationale and/or Need for the Course?--Is there labor market data or enrollment data that supports the creation or modification for the course, certificate, or degree?
<input type="checkbox"/>	TOP Code and CIP Code – Departments work with the Office of Instruction to obtain.
<input type="checkbox"/>	Appropriateness to Mission – How does this course align with the SBVC Mission Statement?
<input type="checkbox"/>	Adequate Resources: Do we have faculty that can teach the course? Is there a plan? Do we have equipment/space for the new program/course?
Equity and Cultural Responsiveness	
<input type="checkbox"/>	How will this course ensure diverse and culturally responsive content?
<input type="checkbox"/>	How will this course demonstrate equity for students?
Units and Hours	
<input type="checkbox"/>	Course Type: Is this area accurate? This is determined based on the course number, see below: C – Credit – Not Degree Applicable: This is for courses that are only numbered in the 900s. D – Credit – Degree Applicable: This is for all courses numbered 0 through 299. N – Noncredit: This is for all noncredit courses, which should be numbered in the 600s.
<input type="checkbox"/>	Are the units adding up? Total Contact Hours: Lecture + Lab Hours (if applicable) Out of Class Hours: Should be double the lecture unit hours. Courses that only have lab do not have these hours. Student Learning Total Hours: All the hours added up. Note: For noncredit courses, hours are added together, there are no units assigned to them.

Requisites and Requisite Analysis	
<input type="checkbox"/>	Does the rigor of the course require a prerequisite, corequisite, or advisory? For example, if the course has a significant amount of writing, should there be an ENGL requisite?
Student Learning Outcomes	
<i>Student Learning Outcomes (SLOs) are outcomes that a student should achieve after successful completion of a course.</i>	
<input type="checkbox"/>	Do the Student Learning Outcomes align with the course content?
<input type="checkbox"/>	Are there enough (or too many) SLOs for this course? We recommend one SLO for each unit.
<input type="checkbox"/>	Are the SLOs using Blooms Taxonomy?
<input type="checkbox"/>	Are the SLOs measurable?
Course Objectives	
<i>Course Objectives are the objectives that will be taught to students during the semester.</i>	
<input type="checkbox"/>	Do the course objectives align with the course content?
<input type="checkbox"/>	Are there enough objectives for this course? We recommend 3 to 10 objectives for a course.
<input type="checkbox"/>	Are the objectives using Blooms Taxonomy?
<input type="checkbox"/>	If the course has a lab component, are there objectives for this?
<input type="checkbox"/>	If the course is an honors course, are there objectives for this?
Course Content	
<input type="checkbox"/>	Does the level of rigor in the course appropriate for the number of units? (i.e. if the course is a 4-unit course, is there enough content to teach for the number of hours per semester?)
<input type="checkbox"/>	Is the course content detailed enough to provide adjunct or new faculty with the information expected to be taught for the course?
<input type="checkbox"/>	Are acronyms spelled out the first time they are used?
<input type="checkbox"/>	If the course is an honors course, is the honors content bolded?
Method of Instruction and Methods of Evaluation	
<input type="checkbox"/>	Are these areas complete?
<input type="checkbox"/>	Are the correct areas checked? For example, if the course has lecture and lab hours, are those boxes checked?
<input type="checkbox"/>	Are the methods of evaluation appropriate for the course?
Out of Class Assignments	
<input type="checkbox"/>	Reading Assignments: Does the reading assignment list a specific topic? Is there an expected outcome by the student stated? (i.e., "...and be prepared to discuss in class.")
<input type="checkbox"/>	Writing Assignments: Is there a page length to this assignment? Is there an expectation of the writing assignment stated?
<input type="checkbox"/>	Critical Thinking Assignments: Does the assignment demonstrate critical thinking skills?
Course Materials	
<input type="checkbox"/>	Are the texts up to date and within 5 years?
<input type="checkbox"/>	Are there three or more textbooks?
<input type="checkbox"/>	Are there any OER textbooks listed? (Optional)
<input type="checkbox"/>	For science/lab courses, is a lab manual listed? (Usually required for transferability)