Course Review

Courses will be reviewed on a three-year cycle by the instructor and at least two members from the Curriculum Committee.

Course: _____ Date: _____ Reviewed By: _____

GENERAL

I.   PREREQUISITE

1. List any prerequisites. Describe recommended changes.	

II.   COREQUISITE

1. List any co-requisites. Describe recommended changes.	

III.   COURSE DESCRIPTION

1. Describe recommended changes to ensure the content is adequately described.	

IV.   COURSE OFFERING

	YES ☐	NO ☐
1. Based on past and future course calendars, should this course be deactivated?	Reason:	Reason:

V.   RESOURCE FEASIBILITY

1. Are specific resources required to teach this course effectively?	
2. Is this course cost-effective? Please refer to budget provided.	

VI.   OUTCOMES

1. Do the course outcomes relate to course description?	

INSTRUCTION

Please refer to provided samples to answer the following.

I. METHODS

1. Describe which methods of instruction are used. A sample should be provided for each method.	
2. Questioning techniques: How does the sample provided illustrate the manner in which students are guided into higher level responses?	
3. How are students required to utilize critical thinking? Please refer to samples.	

4. Evaluate the possibility of this course being offered via Distance Education and/or as a hybrid?	It has been offered Online or Hybrid and should continue to be. ☐	It has not been offered Online or Hybrid and could be done well via Distance Education. ☐	It has been offered Online or Hybrid, but it should not be taught this way again. ☐	It has not been offered Online or Hybrid should not be done via Distance Education. ☐

5. If this class has been taught via Distance Education, how is quality ensured to be consistent with the face-to-face version?	
6. What types of support are offered to students to engage all learning styles and levels?	

II. CONTENT

1. Does the content align with course outcomes?	
2. Does the content align with other courses in a sequence?	
3. Explain how the student work-load correlates to credit hours.	

ASSESSMENT

Please refer to provided samples to answer the following.

1. Describe which methods of assessment are used to ensure outcomes are being met. A sample should be provided for each method.	
2. Describe how student engagement is measured.	
3. Do the methods of assessment compare with other courses at the same level?	

PROGRAM GOALS

I.   GENERAL

1. How does this course help meet the needs of the college mission and values?	
2. Which program goal(s) or certification(s) does this course fulfill?	

II.   COMPLIANCE

1. Is this course assigned to the appropriate discipline(s) and/or program(s)?	
2. In what ways does this course meet specific licensing or accreditation standards?	

Course Review

Instructors: Please provide the following samples to the Curriculum Committee when your course is up for review. The Curriculum Committee Chair will make copies and assign to reviewers.

GENERAL

☐ Course Syllabus
☐ Budget

INSTRUCTION

☐ Sample for <u>each method</u> of instruction used (Lecture, Lab, Class activities, Demonstrations, Discussion, etc.)
☐ A sample discussion, quiz, test, or assignment question that illustrates elevated/higher level responses
☐ A sample assignment or activity displaying critical thinking

ASSESSMENT

☐ Sample for <u>each method</u> of assessment used (Rubrics, Quizzes, Observation, Portfolios, etc.)

Course Review-Faculty Budget

ONE-TIME EXPENSES

Item	Cost	Purchase Date	Timeframe for Replacement	Benefit to Course
Example: Graphing Calculators	20 x $100 = $2,000	Spring 2017	4-8 years	Saves students from making purchase. Need for advancing course content.

ANNUAL EXPENSES

Item	Cost	Benefit to Course
Example: Dry-Erase Markers (12 pack)	3 x $7 = $21	General Course Operation

If you need additional space, please make additional copies.