Course Proposal Justification Form

Overview
The Curriculum Committee is unable to resolve a given issue with this course. Your course has been pulled from a Curriculum Committee agenda during a meeting to address concerns/questions surrounding one or more course proposal element.

NOTE: This form may also be appended to a course proposal at the time of proposal submission by authoring discipline.
SECTION 1: Course Proposal Questions/Concerns

Elements within the CurricUNET “Course Checklist” areas of your course proposal raised questions/concerns at the Curriculum Committee meeting. Those elements, and the questions/concerns surrounding them are identified and described below.

Course Originator Instructions:
Please review this form with your representative, complete it, and attach it to the course proposal in CurricUNET in the Attached Files field. You are advised to attend the meeting at which this course proposal will be re-reviewed to answer any potential questions from the committee. Please note: All courses are required to complete Section 2, Course Impact Review.

Summary of Committee Concerns:
This proposal has been returned due to issues that can include, but are not limited to; compliance with Title 5, CCCCO Course and Program Approval Handbook, ASCCC Course Outline of Record; and/or best practices. (Representative: Please give specific reasons the reason the proposal was returned here.)

Checkbox 1: Course Cover
- Department
- Course Number
- Course Title
- Proposed as Honors Course
- DE Addendum
- Disciplines
- Cross-listed courses
- Catalog description
- Rationale:
- Request for Expedited Approval
- <CID request>:

Area 3: Units/Hours
- Units (if checked, complete Section 3)
- Hours: (if checked, complete Section 3)
- Unit Variability

Area 4: Technical Details
- Grading
- Repeatability
- Field Trip Requirement
- Open-Entry/Open Exit
- Materials Fee

Area 5: Course Learning Outcomes (CLOs)

Area 6: Methods of Evaluation
- Formative Evaluation
- Summative Evaluation

Area 7: Objectives
- Required Objectives
- Recommended Objectives
- Matching Assessments

Area 8: Lab Objectives
- Required Lab Objectives
- Recommended Lab Objectives
- Matching Lab Assessments

Area 9: Content
- Required Content
- Recommended Content

Area 10: Lab Content
- Required Lab Content
- Recommended Lab Content

Area 11: Methods of Instruction

Area 12: Assignments
- Evidence of Appropriate Workload for Units
- Evidence of Critical Thinking
Area 13: Distance Education

- Mixed Modalities/Hybrid
  - Description
  - Methods of Instruction
  - Appropriate student-instructor contact
  - Methods to achieve Course Objectives
  - Rationale for differing Methods of Evaluation

- Online Modality Addendum
  - Description
  - Methods of Instruction in
  - Appropriate student-instructor contact
  - Methods to achieve Course Objectives
  - Rationale for differing Methods of Evaluation

Area 14: Texts and Other Readings

- Books
- Manuals
- Periodicals
- Other

Area 15: Requisite Skills

Area 16: Requisites/Limits on Enrollment

- Prerequisites
  - Assessment Exists
  - Requisite Options
  - <New Content Review Process Options?>
  - Advisories
- Co-Requisites
  - Assessment Exists
  - Requisite Options
  - <New Content Review Process Options?>
- Limitations on Enrollment

Area 17: Comparable Courses

Area 18: General Education/Transfer

- MJC-GE Request/Status
- CSU-GE Request/Status
- IGETC Request/Status
- Guidance Request/Status
- Activities Request/Status

Area 19: Library

- Confirmation
- Special Concerns/Needs

Area 20: Attached Files
SECTION 2: Course Impact Review
Please review the impact of the course proposal on courses and programs across the curriculum.

2A: Course Level
Identify the course’s academic level:

- Basic Skills (1-49)
- ESL (01-49, 900-999)
- Associate Degree/Non-Transferable (50-99)
- Transfer/Baccalaureate Degree Level (100-299)
- Vocational, Assoc.Degree, Non-Transferable (300-399)
- Non-credit (800-999)

2B: Impact on Sequences
Review the impact of this proposal on prerequisite sequences. Review the Course Impact Report from CurricUNET to show any/all courses (and cross-listed courses) that require this course as a prerequisite:

<table>
<thead>
<tr>
<th>COURSE ID</th>
<th>TITLE</th>
<th>UNITS</th>
</tr>
</thead>
</table>

☐ Not all are listed here, but review has taken place.

2C: Program and Award Impact
Review the impact of this course on program awards across the curriculum. To do so, review the Course Impact Report in CurricUNET to show what awards/breadth patterns include this course in requirements. Indicate whether course is part of any awards (program-applicable). Check all that apply:

☐ This is a stand-alone course, and therefore does not require 1D: Program-Applicable review.
☐ This course is program applicable because it is included in one or more awards/GE breadth patterns. Please check all that apply and continue to 1D: Program-Applicable Review.

☐ Skills Recognition(s)
☐ Certificate(s)
☐ Associate Degree(s)
☐ Associate Degree(s) for Transfer
☐ GE Breadth Pattern(s)

2D: Program-Applicable Courses
Please identify all program awards for which this course is required/elective.

<table>
<thead>
<tr>
<th>AWARD TYPE/GE PATTERN</th>
<th>TITLE / GE AREA CODE (e.g. B1)</th>
<th>OPTION (Awards only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA</td>
<td></td>
<td>REQ</td>
</tr>
<tr>
<td>AA</td>
<td></td>
<td>REQ</td>
</tr>
<tr>
<td>AA</td>
<td></td>
<td>REQ</td>
</tr>
<tr>
<td>AA</td>
<td></td>
<td>REQ</td>
</tr>
<tr>
<td>AA</td>
<td></td>
<td>REQ</td>
</tr>
<tr>
<td>AA</td>
<td></td>
<td>REQ</td>
</tr>
<tr>
<td>AA</td>
<td></td>
<td>REQ</td>
</tr>
<tr>
<td>AA</td>
<td></td>
<td>REQ</td>
</tr>
<tr>
<td>AA</td>
<td></td>
<td>REQ</td>
</tr>
<tr>
<td>AA</td>
<td></td>
<td>REQ</td>
</tr>
<tr>
<td>AA</td>
<td></td>
<td>REQ</td>
</tr>
<tr>
<td>AA</td>
<td></td>
<td>REQ</td>
</tr>
<tr>
<td>AA</td>
<td></td>
<td>REQ</td>
</tr>
<tr>
<td>AA</td>
<td></td>
<td>REQ</td>
</tr>
<tr>
<td>AA</td>
<td></td>
<td>REQ</td>
</tr>
</tbody>
</table>

☐ Not all awards are listed here, but program-impact review has taken place.
SECTION 3: Units/Hours Review

In the event that a course proposal has been returned to the originating faculty for unit value questions/concerns, please review and supply the following information, taking into account the following definitions*.

- **LECTURE HOURS/UNITS** (Ratio of in-class to homework hours is 1:2) An instructional method that primarily uses full-class or group content delivery. May include some small group work, presentations, and discussion.

- **LAB HOURS/UNITS** (Ratio of in-class to homework hours is 3:0) An instructional method where students primarily work independently or in groups to develop or practice skills in a laboratory, workshop, studio, court, field, or other specialized instructional space. Instructor supervised and directs activity at the student or small group level for most of the class period.

- **INTEGRATED LAB HOURS/UNITS** (Ratio of in-class to Homework Hours is 2:1) An instructional method where the instructor switches between lecture and lab instruction in the same class period and classroom.

*Definitions derived from multiple sources, including Title 5, PCAH. (Source: Napa Valley College Curriculum)

3A: Course Unit Overview

Please show how the unit values and modalities/hours are changing or unchanging with this proposal.

<table>
<thead>
<tr>
<th>PROPOSED COURSE VALUES</th>
<th>ACTIVE COURSE VALUES</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNITS</td>
<td>UNITS</td>
</tr>
<tr>
<td>LECTURE hours (term)</td>
<td>LECTURE (term)</td>
</tr>
<tr>
<td>LAB hours (term)</td>
<td>LAB hours (term)</td>
</tr>
</tbody>
</table>

3B: State Norms

How does the course as proposed compare to courses across the State in terms of breadth and depth? Use CID-approved courses, other CIDs, ASSIST, CurricUSEARCH as resources to help answer this question. **NOTE:** Limit comparisons between colleges to those that have been reviewed in the last 5 years and have been C-ID approved if applicable. The reason for this is that old courses have not been reviewed under new standards and are out of compliance.

3B1: Transfer Institution Equivalent Course Unit Values (transfer-level courses only)

Please identify similar courses offered at target transfer institutions. Empty fields for a university will imply that no equivalent course is offered at that institution.

**“Highest Rate of Transfer” Schools: CSU System**

<table>
<thead>
<tr>
<th>CSU STANISLAUS offers:</th>
<th>FRESCO STATE offers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Not applicable for major</td>
<td>☐ Not applicable for major</td>
</tr>
<tr>
<td>Course ID: Title: Articulation exists: Y N</td>
<td>Course ID: Title: Articulation exists: Y N</td>
</tr>
<tr>
<td>UNITS</td>
<td>UNITS</td>
</tr>
<tr>
<td>LECTURE hours (term)</td>
<td>LECTURE hours (term)</td>
</tr>
<tr>
<td>LAB hours per term</td>
<td>LAB hours (term)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SACRAMENTO STATE offers:</th>
<th>CSU EAST BAY offers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Not applicable for major</td>
<td>☐ Not applicable for major</td>
</tr>
<tr>
<td>Course ID: Title: Articulation exists: Y N</td>
<td>Course ID: Title: Articulation exists: Y N</td>
</tr>
<tr>
<td>UNITS</td>
<td>UNITS</td>
</tr>
<tr>
<td>LECTURE hours (term)</td>
<td>LECTURE hours (term)</td>
</tr>
<tr>
<td>LAB hours (term)</td>
<td>LAB hours (term)</td>
</tr>
</tbody>
</table>
“Highest Rate of Transfer” Schools: UC System

UC DAVIS offers:
☐ Not applicable for major
Course ID: Title:
Articulation exists: Y N
UNITS
LECTURE hours (term)
LAB hours (term)

UC MERCED offers:
☐ Not applicable for major
Course ID: Title:
Articulation exists: Y N
UNITS
LECTURE hours (term)
LAB hours (term)

UC SANTA CRUZ offers:
☐ Not applicable for major
Course ID: Title:
Articulation exists: Y N
UNITS
LECTURE hours (term)
LAB hours (term)

UC BERKELEY offers:
☐ Not applicable for major
Course ID: Title:
Articulation exists: Y N
UNITS
LECTURE hours (term)
LAB hours (term)

Target Institution(s) for Major or Articulation
Major:

(Other Institution) offers:
Course ID: Title:
Articulation exists: Y N
UNITS
LECTURE hours (term)
LAB hours (term)

(Other Institution) offers:
Course ID: Title:
Articulation exists: Y N
UNITS
LECTURE hours (term)
LAB hours (term)

(Other Institution) offers:
Course ID: Title:
Articulation exists: Y N
UNITS
LECTURE hours (term)
LAB hours (term)
3B2: Community College Equivalent Course Unit Values

Please identify similar courses offered at community colleges. Typically these would be colleges within from the region or a region with similar demographics. Empty fields for a given school will imply that no equivalent course is offered at that institution. If you would like to include information beyond what is prompted below, please attach additional data and address in Section 3# Narrative, below.

MERCED COLLEGE offers:
Course ID: Title:
UNITS
LECTURE hours (term)
LAB hours per term

DELTA COLLEGE offers:
Course ID: Title:
UNITS
LECTURE hours (term)
LAB hours (term)

COLUMBIA COLLEGE offers:
Course ID: Title:
UNITS
LECTURE hours (term)
LAB hours (term)

(Other Institution) offers:
Course ID: Title:
UNITS
LECTURE hours (term)
LAB hours (term)

(Other Institution) offers:
Course ID: Title:
UNITS
LECTURE hours (term)
LAB hours (term)

(Other Institution) offers:
Course ID: Title:
UNITS
LECTURE hours (term)
LAB hours (term)

3B3: C-ID Unit Value (transfer courses only):
C-ID descriptor unit "minimums" reflect the minimum number of units that CCC/CSU (DIG) discipline faculty have collegially agreed reflect the instructional time necessary to cover the content in the descriptor. The CID descriptor is assumed to be the essential or "minimum" content covered in a course to be eligible for C-ID. 

CID Eligibility:
☐ Yes, there is a C-ID available for this course: (CID )
☐ MJC has been approved for this descriptor. It will expire on
☐ MJC plans to request CID approval.

CID Content Review
Is the course attempting to cover more content than the C-ID descriptors detail? ☐ YES ☐ NO
If yes, please explain.
3B4: Configuration of Contact Hours

How does the configuration of modalities and contact hours compare to transfer universities and regional community colleges? Is the proposed format similar or dissimilar?

In this field, please explain, cite research and/or courses used for comparison.

(College Name) offers:
Course ID: Title:
UNITs
LECTURE hours (term)
LAB hours per term

(College Name) offers:
Course ID: Title:
UNITs
LECTURE hours (term)
LAB hours per term

3B5: Support Data

Provide support data demonstrating the measurable benefit described below in 3C: Narrative Justification.

MJC SUCCESS RATES: Provide success rates for the proposed MJC course to help justify the request for a higher than typical unit course. This information can be gleaned through your division office using the Section Detail Report.

<table>
<thead>
<tr>
<th>TERM</th>
<th>NO. OF SECTIONS OFFERED</th>
<th>COURSE ID</th>
<th>TITLE</th>
<th># ENROLLED STUDENTS AT CENSUS ACROSS SECTIONS</th>
<th># ENROLLED AT COURSE END DATE ACROSS SECTIONS</th>
<th>EARNED C or BETTER ACROSS SECTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SU12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SU12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SU12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SU12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STATEWIDE/REGIONAL SUCCESS RATES (OPTIONAL): If there are statewide/regional success rates available or data you wish to provide for the comparable course to aid in review of the proposed course, attach any reports or supplemental data in Attached Files.

MANDATES:
Are there any mandates or regulations that justify the number of units as proposed for this course?
Please identify and describe them here:

ASSESSMENT FINDINGS:
Are CLO assessments up-to-date for the proposed course? □ YES □ NO

Last Term Assessed: SU12

Are there outcomes assessment findings that support the course unit value as configured? Please explain:
3C: Narrative Justification
The following are typical considerations of the Curriculum Committee.

**STUDENT CONSIDERATIONS**
- Financial Aid
- Scheduling Flexibility
- Available course offerings
- Student demographics and preparedness
- Ability to persist toward identified goals
- Required instructor/student contact hours?
- Cost for enrollment/materials
- Total Contact Time plus Outside-of-Class Time
- Units Available for Degree/Transfer
- Eligibility for Priority Registration
- Ability to pursue more than one major
- Contact Time as it relates to student success
- Maintaining full-time status (12 units)

**INSTITUTIONAL CONSIDERATIONS**
- Articulation Considerations
- Scheduling Resources
- Budgetary Considerations

**EXTERNAL CONSIDERATIONS**
- California Community College Chancellor’s Office (CCCCO)
- Ed Code
- Title 5
- The Community

---

A) **What is the need for and/or benefit of the proposed configuration of unit(s)/hours? Explain:**

B) **Is this benefit measurable? Explain.**

---

3D: Alternative Approaches for Student Success

Have you considered alternative model programs or other approaches that might also yield positive outcomes at MJC?

☐ Yes ☐ No

Explain: