

Course Proposal Justification Form

COURSE:

COURSE ID

COURSE TITLE

units

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, CCCC 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

- | | |
|--|---|
| <input type="checkbox"/> Department | <input type="checkbox"/> Cross-listed courses |
| <input type="checkbox"/> Course Number: | <input type="checkbox"/> Catalog description |
| <input type="checkbox"/> Course Title | <input type="checkbox"/> Rationale: |
| <input type="checkbox"/> Proposed as Honors Course | <input type="checkbox"/> Request for Expedited Approval |
| <input type="checkbox"/> DE Addendum | <input type="checkbox"/> <CID request>: |
| <input type="checkbox"/> Disciplines | |

Area 3: Units/Hours

- | | |
|--|---|
| <input type="checkbox"/> Units (if checked, complete Section 3) | <input type="checkbox"/> Unit Variability |
| <input type="checkbox"/> Hours: (if checked, complete Section 3) | |

Area 4: Technical Details

- | | |
|---|---|
| <input type="checkbox"/> Grading | <input type="checkbox"/> Open-Entry/Open Exit |
| <input type="checkbox"/> Repeatability | <input type="checkbox"/> Materials Fee |
| <input type="checkbox"/> Field Trip Requirement | |

Area 5: Course Learning Outcomes (CLOs)

Area 6: Methods of Evaluation

- | | |
|---|---|
| <input type="checkbox"/> Formative Evaluation | <input type="checkbox"/> Summative Evaluation |
|---|---|

Area 7: Objectives

- | | |
|---|---|
| <input type="checkbox"/> Required Objectives | <input type="checkbox"/> Matching Assessments |
| <input type="checkbox"/> Recommended Objectives | |

Area 8: Lab Objectives

- | | | |
|--|---|---|
| <input type="checkbox"/> Required Lab Objectives | <input type="checkbox"/> Recommended Lab Objectives | <input type="checkbox"/> Matching Lab Assessments |
|--|---|---|

Area 9: Content

- | | |
|---|--|
| <input type="checkbox"/> Required Content | <input type="checkbox"/> Recommended Content |
|---|--|

Area 10: Lab Content

- | | |
|---|--|
| <input type="checkbox"/> Required Lab Content | <input type="checkbox"/> Recommended Lab Content |
|---|--|

Area 11: Methods of Instruction

Area 12: Assignments

- | | |
|---|--|
| <input type="checkbox"/> Evidence of Appropriate Workload for Units | <input type="checkbox"/> 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

Teleclass Addendum

- Description
 - Methods of Instruction
 - 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:

- | | |
|--|--|
| <input type="checkbox"/> Basic Skills (1-49) | <input type="checkbox"/> Transfer/Baccalaureate Degree Level (100-299) |
| <input type="checkbox"/> ESL (01-49, 900-999) | <input type="checkbox"/> Vocational, Assoc. Degree, Non-Transferable (300-399) |
| <input type="checkbox"/> Associate Degree/Non-Transferable (50-99) | <input type="checkbox"/> 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:

COURSE ID	TITLE	UNITS
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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.
- | | |
|--|---|
| <input type="checkbox"/> Skills Recognition(s) | <input type="checkbox"/> Associate Degree(s) for Transfer |
| <input type="checkbox"/> Certificate(s) | <input type="checkbox"/> GE Breadth Pattern(s) |
| <input type="checkbox"/> Associate Degree(s) | |

2D: Program-Applicable Courses

Please identify all program awards for which this course is required/elective.

AWARD TYPE/GE PATTERN	TITLE / GE AREA CODE (e.g. B1)	OPTION (Awards only)
AA		REQ
AA		REQ
AA		REQ
AA		REQ
AA		REQ
AA		REQ
AA		REQ
AA		REQ
AA		REQ
AA		REQ
AA		REQ
AA		REQ

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.

PROPOSED COURSE VALUES

UNITS
LECTURE hours (term)
LAB hours (term)

ACTIVE COURSE VALUES

UNITS
LECTURE (term)
LAB hours (term)

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

CSU STANISLAUS offers:

Not applicable for major
 Course ID: _____ Title: _____
 Articulation exists: **Y** **N**
UNITS
LECTURE hours (term)
LAB hours per term

SACRAMENTO STATE offers:

Not applicable for major
 Course ID: _____ Title: _____
 Articulation exists: **Y** **N**
UNITS
LECTURE hours (term)
LAB hours (term)

FRESNO STATE offers:

Not applicable for major
 Course ID: _____ Title: _____
 Articulation exists: **Y** **N**
UNITS
LECTURE hours (term)
LAB hours (term)

CSU EAST BAY offers:

Not applicable for major
 Course ID: _____ Title: _____
 Articulation exists: **Y** **N**
UNITS
LECTURE hours (term)
LAB hours (term)

“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)

(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

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

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

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

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

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

(College Name) offers:
 Course ID: Title:
UNITS
 LECTURE hours (term)
 LAB hours (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*.

TERM	NO. OF SECTIONS OFFERED	COURSE ID	TITLE	# ENROLLED STUDENTS AT CENSUS ACROSS SECTIONS	# ENROLLED AT COURSE END DATE ACROSS SECTIONS	EARNED C or BETTER ACROSS SECTIONS
SU12						
SU12						
SU12						
SU12						
SU12						

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: