

Faculty Author Review Checklist

Course Update Review

- If you added co-contributors, did you check the boxes to give them screen rights?
- Did you select the discipline on the cover page?
- Did you choose the correct unit values for the course?
- Did you include any materials fees, if applicable, and answer questions?
- Did you enter your course learning outcomes?
- Did you include at least one formative and one summative evaluation in the methods of evaluation section?
- Did you match each method of evaluation to at least one objective?
- Do the methods of instruction indicate how the instructor is delivering content in order for students to meet objectives? Hint: One of most common errors in this field is assignments are included in this field. Original entries from Governet put methods of instruction and assignments in the methods of instruction field, so be sure to edit field.
- Is the text over 5 years old? If yes, justification for outdated text needs to be included in the justification box in the textbooks field.
- Do you include at least three or four examples of typical assignments?
- Did you match goals to requisite skills? Note: This is important! If you don't match goal from requisite course(s), you will not be able to add the requisite when you get to the next field, "Requisites/Limitations on Enrollment."
- If you are requesting CSU/UC transferability, have you listed two comparable courses?
- If you are requesting GE consideration, does it meet criteria? Have you attached appropriate documentation in Attached Fields? Hint: There is a link to ASSIST in CurricUNET. Conducting an ASSIST search will enable you to find colleges that have similar courses with the GE area approved, or find that the GE request is not appropriate. GE Reviewer Guidelines may also be reviewed. The guidelines are posted on the MJC Curriculum Website
- Determine the importance of effective dates and if your courses should appear in one of the first four meetings of the fall semester to be included in the following year's catalog.
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Outcomes

- Are the outcomes different from the objectives?
- Do your course objectives align with your course learning outcomes?
- Have you entered the outcomes one at a time?
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Program Revision/New Program Review

- Did you include the correct award instructions that are for the type of degree or certificate?
- Do you have the required course block and elective course block completed?.
- If students should take courses in a sequence, have you indicated semester preference?
- Does the Word Report show the correct number of total units?
- Determine the importance of effective dates and if your program should appear in one of the first four meetings of the fall semester to be included in the following year's catalog.
- Make any revisions needed, as noted by Technical Review Committee.
- It is strongly recommended you attend the curriculum committee meeting that includes your submittal so you may answer any questions the committee members may have.
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