

COURSE OUTLINE OF RECORD AND PROGRAM JUSTIFICATION

Source: *Program and Course Approval Process Manual for Faculty and Administrators*. Peralta Community College District. Prepared by Jayne Matthews under the direction of Michael Orkin. 3rd Edition. February 2014. Pp. 92,105.

NOTE: The Curriculum Chair, Dylan Eret, added comments in italics below to explain what proof or evidence is necessary to justify a particular course or program, and move a particular proposal forward for potential approval.

The Curriculum Committee uses the following criteria to evaluate course proposals.

- Appropriateness to mission of college, department, and discipline
 - *Explain how a proposal "fits" the department, discipline, college mission/vision.*
- Need as justified by department
 - *Use curriculum or program review (or other studies) to identify "need" for proposal. Why are these courses/program needed at Berkeley City College? What courses or programs will this replace? Will this courses/program be offered on a rotational basis or get tied to a particular program? If so, how?*
- Curriculum standards
 - *Complete checklist for courses or programs.*
- Appropriateness of course content
 - *For transfer-level courses/programs, work with Articulation Officer or research ASSIST to find parallel lower-division courses at CSU or UC (or other community colleges). Also, research General Education possibilities.*
 - *For CTE programs, research local colleges and organizations.*
- Adequate resources
 - *Describe funding sources or use curriculum/program review to identify need.*
- Compliance
 - *Describe how proposal meets educational codes or guidelines (especially new repeatability guidelines).*
- CTE departments' advisory board support
 - *Description of meeting minutes or letters of support from various organizations.*
 - *Document or provide data that support the viability of the program. This may take the form of quantitative data from EDD or other job sites (specific to program) or qualitative data such as narratives from employers or individual students. The originator must demonstrate that their course or program will lead to jobs in the specific field.*
- Departmental faculty support.
 - *Elicit support from Department Chair or Members.*
 - *Meet with Deans or VPI to address short and long-term vision, funding sources, needs, etc.*
 - *You must receive the approval of your Department Chair (or Chairs if proposal might be cross-listed) and Deans/VPI to move forward.*
- Consultation with other disciplines or colleges
 - *Communicate with college department chairs or deans across the district who might offer similar courses or programs. You must receive their approval to move forward with a proposal.*

Note: Approval of curriculum is a time-consuming process. Due to the various levels of review required by policy and law within the college and the district, as well as the state requirements to have an approved state control number prior to the courses/programs being offered, new curriculum or changes to existing curriculum should normally be submitted at least two semesters prior to planned implementation.