Dave’s Unofficial Course Outline Update Guide

The walkthrough below is my unofficial quick guide for getting curriculum through its long journey from the department to the Curriculum Committee to UDWC to the Board of Trustees and off to be read and documented by UC, CSU, private institutions, WASC, various certification agencies, and the general public, among others. The guide below does not address all aspects of the course outline but instead focuses on the areas where problems can arise. It focuses mainly on the updating/revision process for course outlines, but the general ideas can be helpful for brand new courses too.

For a more comprehensive guide to curriculum, please see the most current version of the College of Marin Course Outline Guide: [http://www.marin.edu/WORD-PPT/COR_GUIDE_5_2012.pdf](http://www.marin.edu/WORD-PPT/COR_GUIDE_5_2012.pdf)

If you have questions or concerns about revising a course outline, please see the handbook first. If the question or concern persists, please contact me at david.king@marin.edu.

General Tips

- The Course Outline form can be accessed through the Curriculum Committee website or here directly: [http://programreview.marin.edu/cc/](http://programreview.marin.edu/cc/)

- If you haven’t already registered for a course outline form account, you will need to create a new profile by click “New User” and filling out the information.

- To revise an existing course outline at CoM, you will likely need to have OIM give you access to it. Please call or email Kim O’Gara to do so. Unless you are creating a brand new course, don’t add a new course—you will create a redundant entry in the database and headaches for OIM. Only create a new course if the course is indeed new. If you have questions about whether the course is a revision or a new one, please check in with OIM.

- Once you have access to a course, you can go in and make revisions to it.

- Be sure to click “Save” at the bottom of each page on the course outline form to make sure the data gets saved.

- When revising a course outline, work through content in order and follow the instructions below.

Signature Page (Questions/Sections 1-2)

- **Section 1:** Action should be “Revise course” for existing courses. Only select “Add course” if the course is brand new. Check DE as appropriate. Remember that if a course has an in-person version and an online version, two outlines are needed: one for the in-person and one for the DE version. The easiest way to do this is to update the in-person version, clone the course in the course outline form, and make adjustments in the cloned version as necessary.

- **Section 2b:** Date should be the date you are updating the course.
- **Section A**: Reasons can look something like: “This course is being revised on the regular five year cycle.” Feel free to make specifications here as appropriate.
- Initiated name should be the name of the faculty member updating the outline.

**Course Info (Questions/Sections 3-19)**

- **Section 3**: Specify the effective date as Fall 2014 unless otherwise directed.
- **Section 5**: Don’t forget to check the appropriate box.
- **Section 7**: Times taken for credit should likely be “1” unless the course meets one of these conditions:
  - designated as repeatable at a CSU or UC for the completion of a Bachelor's Degree,
  - an intercollegiate athletics competition course
  - or c) a course designed for intercollegiate academic or vocational competition.

  For more on current issues with repeatability, please see the Chancellor’s Office’s “Credit Course Repetition Guidelines,” available on their website.

- **Section 10**: Check “no” for most courses. If you think your course might need to be a stand-alone, please contact OIM or Dave.
- **Section 12**: Check the appropriate box if the course is part of a degree, then input the degree’s name in the box below.
- **Sections 14-19**: Check the appropriate boxes as the courses are currently articulated. If you have questions about this, try consulting the current course catalogue or ASSIST.ORG. OIM can also help with this area.

**Course Content (Questions/Sections 20-37)**

- **Sections 21 and 22**: Give details as necessary. Write “not applicable” if the course is not cross-listed or there are no interdepartmental considerations.
- **Section 23**: Check the boxes in which there is support for the course. For most current courses, the resources are already available. In this case, in the text box write something like “the department already commits the resources necessary.” For new courses, please include feasibility comments specific to the needs of the course.
- **Section 24**: Please be as specific as possible in the text box.
- **Section 25**: Fill out if applicable.
- **Section 26**: Check the boxes corresponding to the information literacy resources students will be using the course.
- **Section 27**: Please provide specific comments as to how each of the boxes you have checked will be used. Nonspecific, vague, or missing language about information literacy here may keep the outline from passing through curriculum.
- **Section 29**: Leave this blank unless there is to be a separate footnote in the schedule concerning the course.
- **Section 30**: Much of the time, lecture and lab topics will correspond but be different in order to reflect the different nature of labs. In some cases, however, the lecture and lab topics might correspond exactly. If this is the case and you are including the same lecture and lab topics, please provide a note as to why they are the same. For example, the lecture
and lab topics for BUS 115: Computerized Accounting are identical because students complete the lab (in this case a practicum) based exactly on what was lectured. The instructor revising the outline has included a note to this effect at the top of the “lab topics” text box.

- **Section 31A**: The Curriculum Committee recommends limiting the number of SLOs from three to five. Remember that these need to be assessable. See the Handbook for more details on developing and revising SLOS.

- **Section 31B**: **Entering course objectives is necessary for UC articulation.** The course objectives can be more numerous and detailed than the SLOs. They do not need to necessarily be assessable like SLOs; instead, they can outline the more specific skills and abilities the course will teach students.

- **Section 32**: This should be blank unless the course is repeatable (see Section 7 above).

- **Section 34**: Remember to include examples of assignments and methods of evaluation. For courses that require writing, this is a good place to mention assignment word counts and/or course total word counts for articulation purposes. The more specific you are here, the less likely UC will ask for an example syllabus.

- **Section 35**: A list of examples or one in-depth example works well here.

- **Section 36**: Remember that these are representative examples and not required texts for the course. Be sure at least one of the courses was published within the past five years, or else provide an explanation why the course texts are older.

- **Section 37**: Check the box and make sure your course meets ADA requirements.

**Teaching Units**

- Be sure to check your math here. This will be looked at more closely by UDWC.

**Prerequisite Matrix**

- Click “add” for new prerequisites, corequisites, or advisories or “edit” for revise the information about current prerequisites, corequisites, or advisories. A separate matrix must be completed for each one.

- Include the course number and title for the prerequisite (e.g. “English 98: Introduction to College Reading and Composition 1”)

- Be as specific as possible in listing the skills from the pre/corequisite or advisory and the application of those skills in the current course.

**Materials Fee**

- Complete only if there is an instructional materials fee for the course. Please see the new guidelines on materials fees here: [http://www.sdecdonline.net/faculty/resources/Instructional_Materials_Guidelines_2013.pdf](http://www.sdecdonline.net/faculty/resources/Instructional_Materials_Guidelines_2013.pdf)

- This section will be changing soon to reflect the new guidelines and requirements for instructional materials. Please read the document linked above: if the course requires an
instructional materials fee, then you will have to provide more specific documentation for auditing purposes.

Course Revision Recap

- Don’t forget to do this if you are revising a course!
- Click “edit” and make the appropriate changes. The course revision recap page should reflect only the changes made in the current update of the course, so be sure to uncheck any unnecessary boxes or take out old changes that had occurred in the past. In some instances, you may need to do little or nothing here, but you still need to include a recap page for OIM if revising the course. For new courses, don’t include a revision recap.

Distance Learning

- Only fill this out for DE/Hybrid courses.

Board Approval Date

- Leave this section alone. OIM will update this once the Board of Trustees has approved the revised or new course outline.

Printing

- When you are ready to print and outline to have it signed, you must do so from a campus computer. Click the “Print” link at the top of the front page in the course outline form, select the course from the database list, and select the sections on the right to print (don’t forget the course revision recap page!). If there is an instructional materials fee or it is a DE course, print those pages too.
- Sometimes, printing won’t work from your computer. If this happens, click the “Help” link next to the “Print (on campus only)” link. The help page will walk through setting up Internet Explorer to print. If you’re still having trouble, contact OIM and they can help troubleshoot.