

TECHNICAL REVIEW

COURSE CHECKLIST

1. COVER

- Course Title:** Double check that the Course Title is without unnecessary abbreviations.
- Coding:** Are the TOP Code and SAM Code accurate for the course? (If the TOP Code has an asterisk the SAM Code must be B, C, D. If the TOP Code does not have an asterisk the SAM Code must be E)
- Discipline:** Is the Discipline selection appropriate for the course content? (Verify using Min Quals Handbook)
- Course Description:** Does the course description accurately and fully describe the course? Are there any spelling or grammar errors?

2. COURSE MODIFICATIONS (MODIFIED COURSES ONLY)

- Are all of the course updates indicated in the course modifications list? (Check CC- Course Comparison Report to see what changes have been made)

3. UNITS/ HOURS

- Do the units and hours appropriately reflect the amount of lecture/ lab content?
- Does the grading method seem appropriate? Is it consistent with the other courses in the dept.?

4. ADVISORY REQUISITES

- If there is a requisite, has a minimum grade been selected?
- If there is a requisite, is the skills analysis completed?
- If there are multiple requisites, is the "condition" indicated?

5. MEASURABLE OBJECTIVES

- Are the measurable objectives in the correct format? (List should be in A, B, C format with first letter capitalized)
- Are the measurable objectives broad and introductory? Adequately cover principles and concepts? Are they measurable? See Taxonomy for critical thinking verbs.

6. COURSE CONTENT

- Are all of the course topics listed appropriately in outline form (with subtopics)?
- Does the course content reflect/ support the measurable objectives?

7. METHODS OF INSTRUCTION

- Do the methods of instruction specifically relate to the measurable objectives and course content?

8. ASSIGNMENTS

- Are there at least two specific examples of typical assignments that reflect the objectives/ content of the course?
- Are the typical assignments specific enough to provide effective guidance to faculty and clear expectations for the student?
- Is an appropriate amount of out-of-class work required for course?

9. METHODS OF EVALUATION

- Do the selected methods seem appropriate? Do they relate to the objective of the course?
- Is a frequency indicated for each method?

10. TYPICAL TEXTS

- If the course is transferable, the course must have a minimum of two texts published within three years from the proposed start date of the modified course.

*Please double check throughout the course proposal that there are **NO** Spelling, Grammar, or Formatting issues (many time indicated by large spaces between lines)