CCP 1120 COURSE OUTLINE OF RECORD STANDARDS

A course outline of record (COR) will be reviewed by members of the Curriculum Committee through Technical Review in our Curriculum Management System and during First Readings and Second Readings in Curriculum Committee meetings to ensure it satisfies the following:

(a) Technical – elements of the COR describe specifications related to:

    (1) the unit value (for credit courses only), the expected number of contact hours, any outside-of-class hours, and the total student learning hours for the course as a whole, the total units of credit for the course as a whole, separately specify the total units of lecture, lab, or similar academic activities;

    (2) the prerequisites, corequisites, or advisories on recommended preparation;

    (3) the title, catalog description, outcomes, objectives, content in terms of a specific body of knowledge, and representative textbooks including open educational resources that meet universal design course standards;

    (4) explanations or examples of required outside-of-class assignments, including reading and writing assignments, instructional methodology, and methods of evaluation; and

    (5) the discipline or disciplines placement.

(b) Inclusion, Diversity, Equity, Anti-Racism, and Accessibility (IDEAA) – elements of the COR describe approaches faculty may use to accommodate and engage diverse student bodies, advance equitable student outcomes, and promote the inclusion of all students.

(c) Universal Design for Learning (UDL) – elements of the COR shall use or describe approaches faculty may use to accommodate the needs and abilities of all learners and develop a flexible learning environment in which information is presented in multiple ways, students engage in learning in a variety of ways, and students are provided options when demonstrating their learning.

Adopted: February 2, 2026