

TECHNICAL REVIEW CHECKLIST

When reviewing a course it is important to consider the following areas of the course outline of record (COR). COR's must conform to **current curricular standards**. Curricular standards evolve for a variety of reasons including, but not limited to: outside accrediting agency standards, C-ID descriptors, legislation, and our own local standards as pertaining to "local control" of Curriculum (Title 5 Sections 55130 & 55150).

Technical reviewers make suggestions regarding areas of the COR that (may) require revision. If you have feedback and/or questions about any area of the COR, please put them in your comments:

- **Course Name** – appropriately describes the course content
- **Course Description** – begins with a verb and describes the course sufficiently in 1-2 sentences; if course requires field trips it must state so in the description; information on auditions/try-outs, public performance and/or competition is generally provided here when applicable
- **Faculty Requirements/Minimum Qualifications** – appropriate; if interdisciplinary, a rationale is provided for which disciplines have been selected
- **Units/Hours** – agree, are logical for the course content and objectives, in-class and outside of class hours are listed as well as the total
- **Entrance Skills/Recommended Preparation** - any advisories or pre-requisites and their corresponding SLO's are noted

- **Class Size** (found under “limitations on enrollment”) – recommended class size is 35; if recommended number of students deviates from 35 a rationale is provided; space/equipment limitation is not a satisfactory rationale, whereas health & safety or accreditation standards are acceptable rationales
- **Methods of Instruction** – can be anything the instructor wants to include but should be consistent with type of course; “activity” limited to courses requiring physical activity; distance education should be selected for all courses with a DLA attached
- **Assignments** – many sample assignments may be included; must have “signature” assignment(s) that can be used for measuring the SLO(s); can be a combination of assignments if lecture/lab combo; **signature assignments are to be labeled (i.e. SLO #1, or LEC SLO #1)**
- **Methods of Evaluation** – should be limited to only those methods that EVERY instructor will use, in EVERY section, regardless of delivery mode; we attempt to generalize here, for example: tests/exams/quizzes, written assignments, skills demonstrations, etc.
- **Equipment** - if a student must provide their own equipment to successfully complete the course, that is noted in this field
- **Textbooks** – are current (within 5 years) and have an ISBN number provided; OER should have a stable link provided

- **Objectives** – should be numbered, begin with a verb and reflect the content areas of the outline; generally, there should be 2-4 objectives per unit (or increment of 17 hours) to demonstrate appropriate rigor; objectives and content should match/align - there should be an objective that covers every content area and vice versa; **objectives are to be numbered and differentiated when course contains both lecture and lab units (i.e. LEC 1, LAB 1)**

- **SLO(S)** – begin with a verb; appropriate for course and measurable by “signature” assignment(s) which should be present in the assignments area; if a combination course (lecture and lab), SLO(S) for both are provided

- **Outline/Content** – sufficient, but not excessive, detail provided in; aligns with objectives, **each major content area should be matched to one or more objectives (i.e.: OBJ 5 & 6, or LAB OBJ 3)**; matches C-ID if appropriate (www.c-id.net)

- **Distance Learning Addendum** – appropriate addendum(a) is/are attached to the course: Standard DLA (fully online/100%, partially online/hybrid), F.O.M.A./Provisional DLA (fully online through mutual agreement), and/or Correspondence Addendum. For the Standard DLA, an appropriate discussion board prompt appears in Section B and the signature assignment(s) is/are listed in Section E.