To: Curriculum Developers
From: The Curriculum Committee
Re: Preparing your COR in CurricUNET for the Curriculum Approval Process
      (This information is current as of August 2011. Updated 3/12)

The following information is to help you in the development of your COR (course outline of record) in CurricUNET. These guidelines list items that the Tech Review and Curriculum committees will be reviewing as your course goes through the process whether it is a new course, a substantial change, technical revision, or outline update.

Note: When editing the COR, use the COR icon to see the HTML view of your course outline. Check this view often as you modify the information since this is the view that the public will see.

Add your curriculum rep to the list of co-contributors on the main panel when you start your COR. This will notify your rep that you are working on the course. Your rep is available to answer questions, assist you if needed, and to review your work.

Course Checklist Panels in CurricUNET
☐ **Cover**
Only the originator is allowed to save or finish this panel.
Course Description: [**Sec. I.I** on the COR]
- should begin with present tense verbs, i.e., Introduces, Covers, Examines, Provides, Focuses on, Emphasizes, Explores, Compares, Studies, etc.

Other Catalog Information: [**Sec. I.J** on the COR]
- put any information that is not, strictly speaking, part of the course description in the section called "Other Catalog Information", i.e.: honors statement, formerly…, etc.

Reason for Change:
- what was changed on the COR, i.e., Course description, added pre-requisite, added distance ed., reduced repeat…..etc.
-
Other items on the Cover Panel need to be filled-in, selected, or checked.

If your course is repeatable, the **Repeatability** justification panel must be filled out. Select the repeatability option, save the Cover panel, then fill out the Justification panel. [**Sec. I.G** and **Sec. XVIII** on the COR] Repeatability panel appears after Units/Hours.

Recommendation: It is recommended that you **not** "Finish" the Cover panel until all the panels have been completed. Finishing this panel causes the "Submit" button to appear. You only want to submit your course when everything has been completed. If you "Finish" the panel, but have not submitted it, you can use "Unlock". Once you hit the

submit button, you cannot undo this step on your own.   You will need to contact the co-chair of Curriculum for further instructions.

☐ **Course Revision or Need Statement** [No panel appears for Outline Updates]
  Substantial Course Revisions:
  - For Substantial course revisions give reasons for the change(s).
  New Courses:
  - Fill in the two text areas to explain the need and evidence of need. This information is submitted to the State with the new course outline.

☐ **Units / Hours** [**Sec. I.D** and **Sec. I.E** on the COR]
  - put both a minimum and a maximum, let the panel do the appropriate computations when you select Save

☐ **Requisites** [**Sec. I.J** and **Sec. XIII** on the COR]
  - for courses with prerequisites or co-requisites, be sure to fill out the justification part of the panel.

☐ **Course Objectives** [**Sec. II** on the COR]
  - should be written as sentence completions for: "Upon successful completion of the course, a student will be able to…"
  - should not begin with a capital letter, but should begin with a verb which indicates an action that can be measured. Check Bloom's Taxonomy; for example, "appreciate" is difficult to measure, however, "identify," "demonstrate," "describe" can be measured
  - periods should end each objective
  - methods of evaluation must be indicated for each objective

☐ **Course Content** [**Sec. III** on the COR]
☐ **Lab Content** [**Sec. III** on the COR]
  - generally not written as sentences, topics are more appropriate; however, faculty discretion is respected concerning format and capitalization as long as consistency is observed
  - capitalize the first word in each topic
  - no periods needed at the end of each content item
  - learning outcomes (course objectives) must be indicated for each topic [Match Outcomes]
  - the total percent is automatically calculated and must equal 100% when the COR is completed

    NOTE (1): Sometimes content appears out of order in the panel. Check that the public COR view is correct. (The panel problem is a CurricUNET problem.)
    NOTE (2): Currently the Lab Content Panel cannot be "Finished." This is a CurricUNET error. (8/25/11, still an error 3/01/12)

☐ **Typical Assignments** [**Sec. IV** on the COR]
- written as sentence completions for: "Possible assignments may include, but are not limited to…"
- do not capitalize first words; need to end with periods
- generally speaking, a course that is lab only does not need "Appropriate outside assignments"
- all courses should have the "Critical thinking assignments" section filled out
- under each type of assignments, it is best to list at least two assignments
- it is really the faculty member's discretion concerning how specific or general the assignments need to be. However, according to "The Course Outline of Record: A Curriculum Reference Guide" adopted by the Academic Senate for California Community Colleges in Spring 2008 it states (paraphrased here):

> When writing down outside assignments in the COR, it is suggested that the <u>purpose</u> of each assignment be included. For example, for a drama or theater class, rather than just stating "group project," the course developer might want to tie the assignment more closely to the actual content and objectives of the course by writing "Preparation of group projects in which major analytical questions are discussed and a major project designed around issues related to play interpretation in performance."

However, the exact format of the assignment description is left to the course developer.

☐ **Methods of Instruction** [**Sec. V** on the COR]
☐ **Methods of Evaluation** [**Sec. VI** on the COR]
- it is the intent of the Curriculum Committee to phase out the check boxes in both areas. With that in mind, all developers should check the "Other" box and then specify the methods.
- it is hoped that the themes established by the objectives will be integrated into the Methods of Instruction and Methods of Evaluation text
  - one example given in the above 2008 Reference Guide is the following:

Course Objective
develop a balanced and nutritious weekly menu and properly prepare and serve common nutritious meals in a safe and sanitary manner
Method of Instruction
lecture and reading assignments to develop a general understanding of basic human nutritional requirements, followed by a practical exercise in researching food costs among various food groups and across generic verses name-brand sources
Method of Evaluation
students implement the developed weekly menu for one week and self-evaluate using provided forms to report results in a class-reporting session

- for Methods of Instruction – if Distance Education is selected, fill out the DE panel

☐ **Representative Texts** [**Sec. VII** on the COR]
- textbooks need to be current (most recent edition)
- two or three texts are preferred; not all texts need to be ones that are currently used, but should be representative and cover the same material

- some of the best places to find <u>in print</u> texts are: Amazon.com; BN.com; or the publisher's website
     if you use Amazon, please be sure the book is in print; do not list out-of-print texts which show up in Amazon as "available from these sellers." The idea of listing texts is that they are currently available for purchase
- we are using a modified MLA style for citing the texts
- in filling out the boxes, please observe the following
     <u>Author's name</u>: last name first followed by a comma and then first name; if there are two or more authors put a comma after the first name of the first author and type the word 'and' and then list the second author's name first name first and then last name; no period at the end of the entry
          Ex. Jones, Charles, and Mary Smith
     If there are more than three authors, please give the first author's name, last name first, and then *et al.* (meaning 'and others')
          Ex. Smith, James, *et al.*
     <u>Title of the text</u>: capitalize the words except for pronouns, articles, and prepositions (unless they appear as the first word in the title); include subtitles; no period at the end of the entry
          Ex. The Sound and the Fury
     <u>Edition of the book</u>: indicate the edition only if it is other than the first edition; type in the number of the edition and 'th' or 'rd' following it; do not type 'ed.' as the program adds it automatically
          Ex. 6th
     <u>Publisher</u>: the name of the publisher is generally abbreviated; the words 'Press,' 'inc.,' 'Company,' or 'Publisher' are generally omitted
          Ex. Oxford University
               Scribner's
     <u>Year of Publication</u>: this is generally the copyright date

- if you have questions, please contact M. LaBarge (phone ext. 1784)

☐ **Parallel Courses:** [**Sec. IX** on the COR]
- should have at least three (3) comparable courses from CA public 4-year institutions (CSU or UC). If none is found at the CSU or UC, could include courses from CCC.
- for assistance, contact the Articulation Officer, Letrisha Mai at ext. 1576.

☐ **Minimum Qualifications:** [**Sec. X** on the COR]
- Copy and paste the appropriate information from the "Minimum Qualifications on Chancellor's Website" link on the COR template.

☐ **Articulation** [**Sec. XI** on the COR]
☐ **GE Addendum** [**Sec. XVI** on the COR]
- Fill out the information for the four areas (A-D) on the COR. The default in each area is "No". The Articulation Officer will verify this information for accuracy before it goes to Tech Review Committee.
  - A. Title V Course Classification, checkboxes for items 1 and 2 should be marked.
  - B. Moorpark College General Education, if requesting GE, be sure to fill out the GE Addendum panel.
  - C. CSU Articulation
  - D. UC Articulation (IGETC)
- use the pull down menu to select each area that corresponds to your course or use the pencil icon to edit an already selected area

☐ **Library Resources** [**Sec. XII** on the COR]
- please refer to the Typical Assignments section of the COR and indicate what kinds of assignments might use library resources.
- you may want to use the following phrase: "Research, using the Library's print and online resources, on …
- if you have questions, please contact M. LaBarge for assistance (phone ext. 1784)
- should you feel the Moorpark College Library does not have adequate resources to support the course assignments, please contact M. LaBarge so she can discuss the matter with you and order the necessary materials, funds permitting.
- if your course will not be using any Library Resources put "None" or "N/A" for item A.

☐ **Workplace Preparation** [**Sec. XIV** on the COR]
- fill out the SCANS information for technical or career courses
- write as sentence completions for "the students will"…
- end with a period

☐ **Distance Education** [**Sec. XV** on the COR]
- fill out if requesting DE

☐ **Attached Files** [generally not used]

It is recommended that you have your curriculum rep review your work before you submit it. In this way you can avoid errors, accidental omissions, typographical errors, etc., before it goes to the Curriculum Specialist and the Tech Review Committee.