

Curriculum Submission Guide for CourseLeaf

Review recently submitted Course Agenda at [Curriculum Committee website](#) to view samples of recently submitted courses up for review. (ENGR M10 and PHIL M22 are also good examples. **(Save your work every 10 minutes to avoid losing edits.)**)

1. Access CourseLeaf:
 - Login to the [VCCCD portal](#).
 - Select Work Life tab.
 - Click on CourseLeaf CIM.
 - Select Courses to update course.
 - Select Program for Certificates.
2. New Courses:
 - Reminder: Select “Propose New Course” to begin editing process for new course. You will then see a prompt to “Propose New from Existing Course”, copy from course with similar characteristics as your new course. Edit this new course from this template.
 - Provide Narrative where the faculty member articulates why they are offering this new course.
 - How does it help the students?
 - How does it fit in their program or new program?
 - How does it address the mission of Moorpark College?
 - Provide supporting documentation and upload it as attachment.
 - Explain the need of the new course with supporting evidence.
3. Catalog Description:
 - Every sentence must start with a Bloom verb, third person, passive voice.
4. Verify TOP Code and SAM codes are selected correctly.
 - The section on CB codes which has a gray background on CL as some helpful hints embedded.
 - If the faculty click on the small question mark which is located on the left side of all those fields, a helpful hint box will open up and explain what needs to be done with that field.
5. Units and Hours:
 - Use the resource published on the Curriculum Webpage
 - https://www.moorparkcollege.edu/sites/moorparkcollege/files/faculty-staff/committees/curriculum/Resources/unit_and_credit_hours_calculation.pdf
6. If there are prerequisites for the course, then the Entrance Skills and the Requisite Justification sections must be filled out.
 - If there are no prerequisites then the Entrance Skills do not need to be filled out.
 - However, if there are co-requisites or recommended preps, or limitation on enrollment, then only the Requisite Justification needs to be filled out.
7. Verify at least 2-3 CSLOs for the course. They need to start with a lower case verb to complete the sentence above.
8. Verify Course Objectives

- Start with a lower case verb.
 - Course objectives can be somewhere between 3 to 7 or 8 objectives – the big themes of the course.
9. Provide course content with % of time spent on each topic. Ensure 100% in total.
 - If there is also Lab Content, provide the % of time spent on each topic ensuring a total of 100%.
 - If there is no lab content, then type NA or Not Applicable in the lab section.
 10. Verify appropriate instructional and evaluation methodologies check boxes are checked.
 11. Verify at least 2 assignments from each of the following categories, with one of them being very specific to the course:
 - Writing
 - Critical thinking
 - Reading
 - Skills (may or may not apply to every course)
 - Outside assignments
 - Lab courses do not need outside assignments only lecture courses and lecture/lab combination courses.
 12. If Course is being proposed for GE, speak/meet with curriculum Representative, otherwise skip the big long section on GE.
 13. If there are comparable courses in our District or other community colleges or 4 year universities, fill out that section.
 14. If course can be taught via DE, then the DE addendum needs to be filled out.
 - However, the DE addendum will not appear unless Distance Education is selected as a mode of teaching.
 - See DE Section from Curriculum Website.
 15. Provide 3 recent textbooks or learning resources such as software or manuals selected.
 - These source must be dated within the last 3 years.
 - Use MLA formatting.
 16. Provide Library Assignment requiring Library resources.
 17. Provide Minimum Qualifications.
 18. When ready for Submission to Curriculum Committee Select “Start Workflow”.
 19. Once the course is ready for Tech Review, you will receive an email from the Curriculum Committee with a time slot.
 20. Review the Reviewer notes at the bottom of the course in CourseLeaf prior to Tech Review meeting.