

FIVE YEAR CURRICULUM REVIEW CYCLE PROCESS

In the interests of best practices in curriculum and articulation, specific criteria for C-ID approval, and in accordance with accreditation standards the Curriculum Committee proposes the following process for institutionalizing regular review of all course outlines on a five-year review cycle:

- At the beginning of each academic year, Instructional Services will prepare and distribute a list of all courses that have not been reviewed for four or more years.
- The Curriculum Committee will designate members to work with the discipline faculty to update and submit those course outlines for review over the ensuing academic year.
- Those courses on the four-year list that are not updated by the end of the academic year will remain in the college catalog and on the master course list, but departments will not be allowed to offer them after the fall semester of the next academic year.
- Once a course has been removed from the schedule due to the lack of review of its outline, discipline faculty will have one additional academic year to either delete or update the course.
- Any course that has not been updated by discipline faculty in the year following its removal from the schedule may be considered for deletion by the Curriculum Committee; the Committee has been authorized by the Academic Senate to delete any course that has not been updated in the year following its removal from the schedule due to lack of revision.

Scenario:

- In Fall 2013, course XXX-101 is identified as having been last reviewed during the 2009-10 academic year; the outline has gone four years since its last review.
- During the 2013-14 academic year, the Curriculum Committee will assign a member to assist the discipline faculty in updating that course outline. The update may be as simple as putting the outline in the new format (adding out-of-class assignments and listing the SLOs separately from the course objectives) and identifying representative texts that have been published within the last five years.
- If the outline is not updated and approved by the Curriculum Committee by the end of Spring 2014, the department will not be allowed to offer it after Fall 2014. That is, as of Spring 2015, the course cannot be offered until it has been updated and approved by the Curriculum Committee.
- If the outline has not been updated or deleted by the discipline faculty by the end of the Spring 2015 semester, the Curriculum Committee will be authorized to delete the course during the Fall 2015 semester.