Quick Guide for Curriculum Representatives: Reviewing Proposals

Your Role

All proposals for new/revised courses or programs require the approval of the Curriculum Representative – you! It is *highly recommended* you be added as "co-contributor" to all proposals for the departments you represent. This allows you editing rights so you can make minor corrections as needed. Request the faculty in your departments to add you as co-contributor; you may also ask the Curriculum Chair, Vice Chair, or Curriculum Specialist to add you, if needed.

If you are co-contributor, the proposal will appear under "Courses" or "Programs" if you have "My Proposals" checked. If you are not co-contributor, you can find it after the originator submits it by unchecking "My Proposals" and searching for the proposal.

As you review proposals, use co-contributor rights to fix formatting, grammar, spelling, etc. However, substantive changes should be returned to the originator with comments so they can make revisions. Once you determine a proposal is ready to move forward, you can approve it. In META, you will find three "Actions" available for "Approvals":

- Request Changes (this will return it to the originator)
- Approve; forward to 508 review (DE): *if the course includes Distance Education*
- Approve; forward to Dept Chair (no DE)

Your Tools

To view proposals pending your approval, click "Approvals." Clicking on any of the courses in your list will show you their history, status, reports, and available actions. We recommend using the "Course Outline" or "All Fields" for new courses and "Comparison" for course revisions. To make edits, click "View Course Proposal"

- View Course: Proposal: Opens the course proposal for editing/modifying
- Course Outline: Opens the Course Outline of Record report
- Impact: Shows if the course is: a requisite, cross-listed, or included in programs
- All Fields: Opens all content, including fields not on the COR, such as "Rationale"
- Comparison: Highlights changes from prior version. Similar to "Track Changes" in Word. "Old version" displayed on the left, changes/"new version" on the right

Your Task: Courses

Please take a look at the following when reviewing a course:

Cover

- If the title or description changed significantly, should it be a new course instead?
- Is there a Rationale that describes the reason for the new course or revisions?
- Does the proposed start date align with the deadlines posted on the website?
- Are the TOP/SAM codes the best fit for the course? (refer to the TOP Manual)

Units/Hours
Make sure units and hours are entered correctly, and converted correctly (errors may
have occurred in the META data migration)
All hour listings are weekly amounts, and from an 18 week semester

- Lecture*: 1 weekly lecture hour = 1 unit
- Lab*: 1 weekly lab hour = 0.33 units
- Arranged*: 1 weekly arranged hour = 0.33 units

	Lecture Hours*	Lab Hours*	Arranged Hours*	Out-of-Class Student Hours*	Units
ENGL 1	3	0	0	6	3
KIN PE 5A	0	3	0	0	1
ET 21A	2	1	2	4	3

- SMC hours/units conversion is done at half (0.5) units rounded down, not up
  - COURSE A has 2 weekly lecture hours (2 units), 1 lab hour (0.33 units)
    = 2.33 units is rounded down to 2.00 (it cannot be rounded "up" to 2.50 units
  - COURSE B has 1 weekly lecture hour (1 unit), 2 arranged hours (0.66 units)
    = 1.66 units is rounded down to 1.50 (it cannot be rounded up to 2.00 units

- Repeatability: in most cases "No", if unsure, contact Academic Affairs
- Grading: in most cases "Letter Grade or P/NP", if unsure, contact Academic Affairs

Proposed Program Impact
- Most important for new courses; revisions should already have this designated
- If it's a credit course, is it included in any programs? If not, why?
- Is it included on other departmental degrees/certificates?

Transfer/GE
- This section will be reviewed thoroughly by the Articulation Officer

Requisites & Advisories
- For a new course, or existing one where the prerequisite/corequisite/advisories are
  changing, make sure there is a completed worksheet in the "Attached Files" – for the
  worksheet templates, visit the Curriculum Forms page
- If it is an existing course with no changes to requisite/advisory, you can skip this

Student Learning Outcomes (SLO)
- Each SLO needs to be in its own field and include a measurable verb
- Do the SLOs in META match SLOs in ISIS? If not, have the department update
  *If the proposal includes revising SLOs, make sure the ISIS SLOs are updated once
  the changes have passed all approvals*

Course Objectives
- Each objective needs to be in its own field and begin with a measurable action verb

Arranged Hours Objectives
- Only available if arranged hours are entered in "Units/Hours"
- Each objective needs to be in its own field and begin with a measureable action verb

Course Content
- Must total 100% (exams/reviews should not be included as content)

Lab Content
- Only available if lab hours are entered in "Units/Hours"
- Must total 100% (and must only include the content of the lab portion)

Methods of Presentation
- At least one method must be selected; if "other", additional detail must be provided

Arranged Hours Instructional Activities
- Only available if arranged hours are entered in "Units/Hours"
- Make sure arranged hour activities are not otherwise lab or homework assignments

Methods of Evaluation
- Must total 100% (no single assessment should be more than 30% without additional detail – number of assignments/assessments must be given ex: "3-5 quizzes")

Appropriate Texts
- Should reflect the most current publications (when appropriate)
- At least one text should be published within the last 5 years

Library
- Be sure there is an attached list of recommendations for the library or the box indicated the library has adequate resources to support is checked

Sample Assignments
- There should be at least two sample assignments that accurately represent the level of rigor of the course; assignments should be written as they will be presented to students (ex: "Visit a museum", not "Tell the students to visit a museum")

Minimum Qualification
- Make sure the proper minimum qualification for faculty to teach the course has been selected from the drop down menu (refer to the Minimum Qualifications Handbook)

Distance Education Application
- Only available if "Proposed for Distance Education" is "Yes" in the Cover

- Software should use descriptions rather than specific brand names; ex: instead of "Canvas", use "Learning Management System" or "LMS"
- Check all fields are complete, especially student-student, student-instructor, and student-content interaction; it is critical all our online courses include significant interaction with classmates and faculty.

Global Citizenship Application
- The Global Citizenship Application can now be completed entirely in META (no additional form to download, fill out, and re-attach to the proposal)
- Only available if "Proposed for Global Citizenship" is "Yes" in the Cover
- Be sure all fields are complete (including the department vote numbers), and all necessary boxes are checked for the selected Global Citizenship category

Attached Files
- If the proposal includes new prerequisites, corequisites, and/or advisories, check that the correct completed worksheet is attached – for the worksheet templates, visit the Curriculum Forms page

Copy and Paste Problem with Microsoft Word
- META sometimes ends up with formatting issues when text is pasted from Word into the system. The best way to avoid this is to:
    - Type text directly into META, or
    - Copy and paste text from Word into Notepad, then from Notepad into META

Additional Resources for Curriculum Committee Representatives:
- SMC Curriculum Website
- Title 5 (searchable) via Westlaw
- Curriculum Resources

Your Task: Programs

Please take a look at the following when reviewing a program:

Cover

- If the title or description changed significantly, should it be a new program instead?
- Is there a Rationale that describes the reason for the new program or changes?
- Does the proposed start date align with the deadlines posted on the website?
- Is the TOP code the best fit for the program? (refer to the TOP Manual)
  - If the program is "CTE", the TOP code must match the LMI report TOP code
  - If the program is an ADT, the TOP code must match the TMC TOP code

Program Outcomes

- Program outcomes should be listed in a single paragraph and use measurable verbs

Course Block Definitions

- Are all courses listed correctly? (using menu selections and sorted alphabetically?)
- Are the unit counts correct? META defaults to counting all units in an area unless specified otherwise (ex: if an elective area has two 3-unit courses, but it is "Select One", META will count six units unless an override is entered to be "3 units")

Attached Files

- Program proposals must have attached files; requirements depend on program type:

  - Associate Degrees for Transfer
    - Completed ADT Narrative
    - Transfer Model Curriculum

  - Associate Degrees and/or Certificate of Achievement (Local/Non-CTE)
    - Completed Non-CTE Narrative

  - Associate Degrees and/or Certificate of Achievement (CTE)
    - Completed CTE Narrative
    - Advisory Board Minutes
    - LAOCRC Minutes
    - Labor Market Information (LMI) Report

  - Department Certificates
    - Completed Department Certificate Narrative