

CURRICULUM REVIEW TEAMS

One method of reviewing all curriculum requests involves forming review teams at the start of each academic school year and updated each semester, if needed. Once review teams have provided comments/recommendations, faculty have the opportunity to address concerns and requested changes. If teams are unable to review curriculum, it may be reviewed during a committee meeting.

Possible review teams include the following:

COURSES

Course review teams may consist of 2-5 current Curriculum Committee voting-members. There may be multiple course review teams. Teams are responsible for using the course review checklist created by Curriculum Co-Chairs to confirm that courses meet the COR expectations and standards. The teams make recommendations in the Course Management System. Activities include:

- Review CORs submitted as part of the regular curriculum process
- Communicates with faculty to meet COR expectations and standards
- Maintains a record of course recommendations and comments
- Communicates with the Chairs on issues that are of concern

PROGRAMS

Course review teams may consist of 2-5 current Curriculum Committee voting-members. There may be multiple course review teams. Teams are responsible for using the course review checklist created by Curriculum Co-Chairs to confirm that assigned courses meet the POR expectations and standards. The teams make recommendations in the Course Management System. Activities include:

- Review PORs submitted as part of the regular curriculum process
- Communicates with faculty to meet POR expectations and standards
- Maintains a record of course recommendations and comments
- Communicates with the Chairs on issues that are of concern

DISTANCE EDUCATION (DE)

The Distance Education team consists of 2-3 current Curriculum Committee voting-members and the Faculty Curriculum Co-Chair. The team is responsible for reviewing the DE addendum for courses requesting a distance education modality to ensure academic standards are equivalent (or comparable) to those of the in-person modality. The team makes recommendations in the Course Management System. Activities include:

- Review DE submitted as part of the regular curriculum process
- Communicates with faculty to meet DE requirements and best practices
- Maintains a record of DE course recommendations and comments
- Communicates with the Chairs on DE issues that are of concern

GENERAL EDUCATION (GE)

The General Education Team consists of Articulation Officer, Transfer Center Director, 2-3 current Curriculum Committee voting-members. When the articulation officer and transfer officer are the same individual, the team may choose to add an additional member. The team reviews courses requesting GE to ensure that the COR meets the guidelines for the GE areas it is requesting. The team makes recommendations in the Course Management System. Activities include:

- Review GE submitted as part of the regular curriculum process
- Communicates with faculty to meet GE requirements
- Maintains a record of GE course recommendations and comments
- Communicates with the Chairs on GE issues that are of concern