

eLumen Curriculum Course Review Checklist (Fa 2024)

Course: _____ Reviewer(s): _____

***If DELETING a course, include the effective semester/year (i.e. Summer 2025) in the comments field.**

COVER INFO

General Information:

<p>1.) Course Code. <i>Four-letter approved subject with B in front of number. NC (or N) after the number for noncredit courses.</i> <i>1-49 = Transferrable</i> <i>50-99 = Non-transferrable and noncredit courses</i> <i>100+ reserved for bachelor's program</i></p> <p><i>Four-letter prefix should connect to discipline/department.</i> <i>Work Experience: courses will always be B48WE with the discipline four-letter prefix.</i> <i>Apprenticeship: traditional trades will use APPR. Newer discipline-related courses will use discipline/department four-letter prefix with B48 (transferable) or B59 (non-transferable).</i></p>	
<p>2.) Course title. <i>No abbreviations- Course name must be written out, check grammar and formatting. If the title is more than 60 characters, then please also provide an alternate short title that is less than 60. Avoid the use of symbols.</i></p>	
<p>3.) T.O.P. code (System Taxonomy). <i>Check that TOP code matches course and discipline. Codes with * are CTE TOP codes</i></p>	
<p>4.) National Taxonomy. <i>(CIP Code automatic)</i></p>	
<p>5.) Department.</p>	
<p>6.) Course description. <i>Compare to most recent catalog. Check grammar and formatting; do not include the C-ID (has its own field below). Include a blank line between topics (e.g. Notes). ASCCC published an article, THE COURSE OUTLINE OF RECORD: A CURRICULUM REFERENCE GUIDE REVISITED which has more information on how to write a Course Description (p. 9).</i></p>	
<p>7.) S.A.M. code entered. <i>Most courses with CTE Top codes - Clearly Occupational; almost all non-CTE - Non-Occupational. The Advanced Occupational code is reserved for a course with a prerequisite. If this course does not have a prerequisite, please make another selection aside from Advanced Occupational.</i></p>	
<p>8.) CCN (Course Control Number). <i>Blank for new courses.</i></p>	

Faculty Requirements:

<p>9.) Faculty Requirements. <i>Should match the minimum qualifications handbook. For additional information on how to list MQs, refer to the Minimum Qualifications eLumen Guide.</i></p>	
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Proposal Details:

<p>10.) Author(s) Listed. <i>At least one faculty from the discipline should be listed</i></p>	
<p>11.) Proposed start. Check curriculum calendar (e.g. Summer 2025). If you are not following the recommended schedule you must receive special permission from AVPI of Instruction. Please request from the AVPI and bc_curriculum email.</p>	
<p>12.) Submission rationale. <i>Briefly, using complete sentences, provide a list of all changes for revisions and a detailed reason/justification for new courses. (This text will be presented to the BOT.)</i></p>	
<p>13.) Possible Attachments if not included elsewhere. <i>Content Review only for courses with prerequisites or corequisites. CTE Course: Labor Market Information and Analysis</i></p>	

<ul style="list-style-type: none"> • <i>Advisory Committee Recommendation (including committee membership, minutes and summary of recommendation)</i> • <i>Regional Consortia meeting minutes showing program recommendation</i> <p>---Collect required CTE documentation simultaneously while working on course in eLumen.---</p>	
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COURSE DEVELOPMENT OPTIONS

More Options:

1.) Basic Skills Status. <i>Reserved for courses in ESL, reading, writing, or math (CB08).</i>	
2.) Special Status. <i>"not a special class" should be chosen (CB13).</i>	
3.) Grade Options. <i>Choose from the drop-down list; for noncredit, "Noncredit Grading" only.</i>	
4.) Allowed Number of Retakes. <i>Should be 0 for most courses, 99 for noncredit* In-service courses may differ (rare).</i> <i>*In a noncredit course the student can re-enroll as many times as necessary to achieve satisfactory progress. Credit Course Repetition Guidelines (cccco.edu).</i>	
5.) "Retake Rationale/Policy Description." <i>If more than 0, this must be filled in. If noncredit, the rationale is, "This is a noncredit course. Students can re-enroll as many times as necessary to achieve satisfactory progress."</i>	
6.) Credit by exam/challenge. Credit By Exam/Challenge	
7.) Challenge Rationale. <i>for Credit by Exam - If the box is checked, must be filled in</i>	
8.) Audit. <i>(Should be marked)</i>	
9.) Course Support Course Status. (CB26) <i>usually (N), must be associated with another course if (Y)</i>	
10. In-Service Course. <i>(required by California Penal Code) CCCCO Guideline</i>	

Associated Programs:

11.) Course is part of a program. <i>(Automatic) Stand-alone courses must have a justification. If already part of a program, it will appear automatically. If it is a new program, the program must be concurrently started in eLumen for the program to appear in this section.</i>	
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Transfer & Gen. Ed. Options:

12.) Course General Education Status. (CB25) <i>Most courses will be Y</i>	
13.) Transfer type requested. <i>Noncredit courses should be marked as non-transferable. At least one comparable lower-division course should be listed for each selection. If you cannot find a comparable course, contact the Articulation Officer and/or Curriculum Co-Chair for more information. List each option separately (e.g. GE, transfer)</i>	

--- Work with the Articulation Officer for all GE and transfer options. articulation@bakersfieldcollege.edu

Additional Required Options:

14.) Upper Division Course. (CB27) Indicate whether or not this course is/will be an upper-division course associated with a baccalaureate program at the college. If the answer is YES, the course should be numbered at 100 or above.	
15.) Level prior to college transfer level. (CB21) Choose "Not Applicable" unless this is an English, writing, ESL, reading, or mathematics course. As of 2023, most courses cannot be below transfer (per AB 705 and AB 1705). Therefore, talk to your Department Chair and Dean if you are considering coursework that may be below transfer level.	

UNITS & HOURS

Credit / Noncredit Options:

1.) Course Credit Status. Drop down menu (CB04)	
2.) Course Noncredit Category. must be selected (CB22)	
3.) Noncredit Characteristics. <i>noncredit only, most are blank</i> (PCAH 8th Ed. p. 126)	
4.) Course Classification Code. Only noncredit courses (CB11)	
5.) Funding Agency Category. Most are not applicable (CB23) . <i>CDCP Funding: Certificate in recognized career field, Completion of AA degree or AA-T, Certificate of Competency: ESL, Elementary and Secondary Basic Skills Certificate of completion leading to job opportunities, workforce pre, short term vocation (high employment potential).</i>	
6.) Co-op Work Experience. Only applicable for Work Experience courses (CB10) .	
7.) Variable Credit Course. usually only Work Experience courses.	

Weekly Student Hours:

8.) Lecture. 1 unit is 1 hour, only 0.5-hour increments, No out-of-class hours for noncredit, Work Experience has specific hour requirements.	
9.) In-Class Lab. 1 unit is 3 hours, only 1.5-hour increments, no out-of-class hours for labs.	
10.) Other. This should be zero for most courses (Work Experience Hours, Clinical Hours, Field Experience, Field Trips).	

Weekly Specialty Hours:

110.) None defined.	
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Course Student Hours:

12.) Duration in Weeks. always 18 weeks	
13.) In-Class Contact Hours.	
14.) Out-of-Class Hours. 0 for noncredit	
15.) Total Student Learning Hours listed. should be a multiple of 9	
16.) Total Units listed. 0 for noncredit	

REQUISITES & ENTRANCE SKILLS

Requisites (Prerequisites, Co-requisites, Anti-requisites, & Advisories):

<p>1.) If multiple requisites are listed, separate them with either an "AND" or an "OR", attach a Content Review to the Cover Info page for EACH course listed, & No Advisories should be listed.</p> <p>Co-requisite: Prior to, or concurrently with, the Course - They must tell us which way.</p> <p>Co-requisite must indicate: Must be taken concurrently <u>or</u> may be taken with, or prior to.</p> <p>Advisory: BC determined by VPI that we would <u>not</u> use advisories. Not enforceable and confusing to students. (2018 approx.) C-ID often requires it: Our recommendation is to use a prerequisite; however, if moving the advisory to a prerequisite negatively impacts student enrollment options, then keep it an advisory. (2023 fall)</p> <p>Every prerequisite needs a Content Review completed and updated in the Cover Info tab.</p>	
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Limitations on Enrollment:

<p>2.) NOT the same as prerequisites, usually left blank</p> <p><i>Examples:</i></p> <p><i>Limitation on Enrollment: Full-time or volunteer firefighters. Not open to non-firefighter trained students. This is a noncredit course. Students can re-enroll as many times as necessary to achieve satisfactory progress.</i></p> <p><i>Legally Mandated Training Limitation on Enrollment: Declared major or occupational goal and evaluation of student's qualifications and objectives.</i></p> <p><i>Admission to Police Science Bachelor's Degree Program.</i></p>	
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SPECIFICATIONS

Methods of Instruction

<p>1.) Methods of Instruction listed using drop-down options, rationale section can be blank except when "Other" is chosen. Each method should be listed individually.</p>	
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Assignments

<p>2.) Examples of in- and out-of-class assignments are listed here. Critical thinking assignment listed here. This should be something that demonstrates the critical thinking required within the course. (This is not required for KINS activity courses or noncredit courses.) TIP: If requesting transfer or GE, this is a good place to include evidence supporting the course meeting requirements.</p>	
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Methods of Evaluation

<p>3.) Methods of evaluation listed using drop-down options, rationale section can be blank except when "Other" is chosen. Each method should be listed individually.</p>	
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Equipment

<p>4.) Usually blank – refers to equipment needing to be purchased/procured by the college.</p>	
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Textbooks

<p>5.) Textbook(s). Must have at least one textbook or instructional material listed except Physical Education (PHED or KINS) activity courses. For courses requesting transfer, Textbooks should be</p>	
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published within the past 5 years unless a rationale is given. List each element in the specified field. If an updated text is unavailable, include current supplemental materials in "Other Instructional Materials" section. If the text is older than 5 years, the COR must explicitly state that the text(s) are classics or seminal works in the field.

Other Instructional Materials

6.) If no textbook is listed, this must be completed; are able to use "Instructor Created Materials/Packet."

Materials Fee

7.) Should be "None." The College no longer charges students for materials fees. If you feel that there are required materials needed, discuss this with your Department Chair/Dean prior to submitting the course.

LEARNING OUTCOMES

Course Objectives

1.) **Objectives must be listed.** C-ID requesting courses should be equivalent to course descriptors. These should be numbered with correct grammar and formatting. **TIP:** If requesting transfer or GE, this is a good place to include evidence supporting the course meeting requirements.

Course Student Learning Outcomes (CSLOs)

2.) **SLOs must be listed.** Each one should start with the statement, "Upon successful completion of the course, the student will be able to..." and should be at least 70% or greater expected performance. Justification for higher than 70% should be given. It is suggested to have 3-5 SLOs. There should be fewer SLOs than objectives. These need to be numbered with correct grammar and formatting. **TIP:** If requesting transfer or GE, this is a good place to include evidence supporting the course meeting requirements.

Consult the [Bakersfield College Assessment Handbook](#) (Updated April 2022) and/or your Assessment Committee Rep. for more information.

ASSESSMENT MAPPING

Assessment Mapping

1.) Please ensure mapping is done for each SLO to at least one ILO. Only map to GE if requesting GE in the Transfer & GE section. If SLOs are updated, remember to update mapping as well.

COURSE OUTLINE

Course Outline

1.) **Lecture.** outline which includes time spent on each topic. Either in weeks for 15 weeks total with week 16 being final or in a percentage totaling 100%. Transfer courses should be more detailed. For noncredit courses and some credit courses, hours are okay (matching those listed earlier). Blank for lab-only courses. **TIP:** If requesting transfer or GE, this is a good place to include evidence supporting the course meeting requirements.

Lab Outline

<p>2.) Lab. <i>outline which includes time spent on each topic. Either in weeks for 15 weeks total with week 16 being final or in a percentage totaling 100%. Transfer courses should be more detailed. For noncredit courses and some credit courses, hours are okay (matching those listed earlier). Blank for lecture-only courses. TIP: If requesting transfer or GE, this is a good place to include evidence supporting the course meeting requirements.</i></p>	
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Course and Lab Outlines cannot be identical. The Topics can/should match, but the specific work/activities should be specific to each outline.

DISTANCE EDUCATION CRITERIA and STANDARDS

Distance Education Criteria and Standards

<p>List all delivery methods. <i>at least one must be selected. If any option other than Face-to-face is chosen, the entire page must be filled in. If face-to-face meetings are required=hybrid.</i></p> <p><i>This course can only be scheduled in the approved methods identified on the COR. It is strongly recommended that you add all types of distance education for future use in scheduling.</i></p>	
<p>2) Correspondence Education (CE). <i>Correspondence Education is only allowed for the Inmate Scholars Program or in declared emergency situations.</i></p>	
<p>3) Rigor Statement. <i>If methods of evaluation are not the same across modalities, an explanation must be provided.</i></p>	
<p>4) Labs, Field trip, or Site Visit. <i>For all courses that include/require a lab, field trip (s), site visit(s), or the equivalent, an explanation for how these components will be completed in non-face-to-face modalities must be included. If Field trips are part of Instructional Hours and make up the unit value these should be noted in Weekly Student Hours as Other.</i></p>	
<p>5) Regular and Substantive Interaction. <i>Choose at LEAST TWO examples. If "Other" is chosen, an explanation must be provided.</i></p>	
<p>6) Regular Interaction. <i>Must be completed for all courses. Title V Section 55204 compliance must check both boxes.</i></p>	
<p>7) Software and Hardware. <i>Usually "No." If "Yes" is chosen because additional software/hardware beyond basic computing and internet is required, an explanation must be provided.</i></p>	
<p>8) Accessibility. <i>Must be completed for all courses. Section 508 compliance must check both boxes.</i></p>	
<p>9) Class Size. <i>If a class size difference is required, an explanation must be given.</i></p>	