Coursedog Curriculum Course Review Checklist FALL 2027

Course: _____ **Reviewer(s):**

_____

***If DELETING a course, include the effective semester/year (i.e., Fall 2028) in the comments field.**

COVER INFO

General Information:

☐ 1.) **Subject**. This matches the subject code/prefix.

☐ 2.) **Academic Senate Department**.

☐ 3.) **Subject Code (CB01A)**. Four-letter prefix should connect to the discipline/department.

Work Experience: courses will always be B48WE with the discipline four-letter prefix.

Apprenticeship: traditional trades will use APPR. Newer discipline-related courses will use the discipline/department four-letter prefix with B48 (transferable) or B59 (non-transferable).

☐ 4.) **Course Number (CB01B)**.

1-49 = Transferable,

50-99 = Non-transferable and noncredit courses

100+ reserved for bachelor's program

NC (or N) after the number for noncredit courses.

☐ 5.) **Course Alias**. Used for the CCN number (e.g., C1000).

☐ 6.) **Course Long Title (CB02).** No abbreviations. Course name must be written out; check grammar and formatting.

☐ 7.) Course Short Title. If the title is more than 60 characters, then please also provide an alternate short title that is less than 60. If it's less than 60 characters, simply retype. Avoid the use of symbols.

☐ 8.) **Course Description.** Compare to the 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). Use student-friendly, asset-minded language.

☐ 9.) **Course Description: Part 2.** Used for CCN only

☐ 10.) **T.O.P. Code (System Taxonomy) (CB03).** Check that TOP code matches course and discipline. Codes with * are CTE TOP codes

☐ 11.) **CIP Code (System Taxonomy).** Check that CIP code descriptions include standardized language that identifies program type:

- "program that prepares individuals to" (CTE)
- "program that focuses on" (non-CTE)
- "this CIP code is not valid for IPEDS reporting" (noncredit)

☐ 12.) **Secondary CIP Code (noncredit only).**

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☐ 13.) **S.A.M. Priority Code (CB09).** 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.

☐ 14.) **Cross Listed Courses.** Blank for new courses.

Minimum Qualifications:

☐ 15.) **Minimum Qualifications.** Should match the minimum qualifications handbook. For additional information on how to list MQs, refer to the Minimum Qualifications Coursedog Guide.

Should have at least one line completed. We do NOT use the Alternate Master's Discipline.

Proposal Details:

☐ 16.) **Course Author(s).** At least one faculty member from the discipline should be listed

☐ 17.) **Proposed Start Term.** Check curriculum calendar (e.g., Fall 2027). If you are not following the recommended schedule, you must receive special permission from AVP/VP of Instruction. Please request from the AVPI/VPI and bc_curriculum@bakersfieldcollege.edu email.

☐ 18.) **Notes for Submission.** 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.)

COURSE DEVELOPMENT OPTIONS

Course Options:

☐ 1.) **Course Basic Skills Status (CB08).** Reserved for courses in ESL, reading, writing, or math.

☐ 2.) **Course Special Status (CB13).** "not a special class" should be chosen.

☐ 3.) **Grade Options.** Choose from the drop-down list; for noncredit, "Noncredit Grading" only.

☐ 4.) **Default Grade Options.** Choose what you want to show in BanWeb when grading.

☐ 5.) **"Retake Policy Description."** If more than 0, this must be filled in. The rationale is, "Repeatable"

☐ 6.) **Course Support Course Status (CB26).** usually (N), must be associated with another course if (Y)

☐ 7.) **Is this an In-Service Course?** (required by California Penal Code) CCCCO Guideline

☐ 8.) **Is this an Apprenticeship Course?**

☐ 9.) **Is this a Competancy Based Education (CBE) Course?** To be a CBE course, you must be part of the approved CBE program. For questions, contact the CBE co-chairs or email bc_curriculum@bakersfieldcollege.edu

☐ 10.) **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.

☐ 11.) **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.

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Dependencies:

☐ 12.) **Dependencies.** (Automatic) Stand-alone courses must have a justification. If already part of a program, it will appear automatically. If it is a new program, it must be concurrently startedor it to appear in this section.

Transferability, C-ID, and General Education Options

Fields will appear based on what choices are made.

☐ 13.) **Transfer Request**

Noncredit courses should be marked as non-transferable.

☐ 14.) **Course General Education Status (CB25).** Most courses will be Y

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

☐ 15.) **Request for UC Transfer.**

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)

☐ 16.) **Request for CSU Transfer.**

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)

☐ 17.) **Request for General Education/System.**

☐ 18.) **BC General Education Pattern.** BC GE Category: Click on chosen area(s). Leave remaining blank.

☐ 19.) **Cal-GETC.** Cal-GETC Category: Click on chosen area(s). Leave remaining blank.

☐ 20.) **UC Transfer Course Agreement (TCA) Areas.** Click on chosen area(s). Leave remaining blank.

☐ 21.) **CSU American Institutions (AI).** Click on chosen area(s). Leave remaining blank.

☐ 22.) **CSU General Education Breadth.** Leave blank. Historical only.

☐ 23.) **Intersegmental General Education Transfer Curriculum (IGETC).** Leave blank. Historical only.

☐ 24.) **BC Upper Division General Education.** Click on chosen area(s). Leave remaining blank.

☐ 25.) **Request for C-ID.** List chosen area. Leave remaining blank.Additional Required Options:

UNITS AND HOURS

Credit / Noncredit Options:

☐ 1.) **Course Credit Status (CB04).** Drop-down menu.

☐ 2.) **Course Approval Code.** MUST be answered for the unit fields to work correctly. ☐ 3.) **Course Noncredit Category (CB22).** must be selected

☐ 4.) **Noncredit Characteristics.** Noncredit only; most are blank (PCAH 8th Ed. p. 126)

☐ 5.) **Course Classification Code (CB11).** Only noncredit courses.

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☐ 6.) **Funding Agency Category (CB23).** Most are not applicable.

CDCP Funding: Certificate in a 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).

☐ 7.) **Is this a Work Experience Course (CB10)?** Only applicable for Work Experience courses.

Course Unit/Hours Summary

☐ 8.) **Is this a variable units course? (CB10) U**sually only Work Experience courses. If you say YES, another field for maximum units will appear. If you say NO, only the "minimum" units field will be available.

☐ 9.) **Lecture Units/Noncredit Equivalent Hours Min.** 1 unit is 1 hour, only 0.5-hour increments. No out-of-class hours for noncredit; Work Experience has specific hour requirements.

☐ 10.) **Lab Units/Noncredit Equivalent Hours Min.** 1 unit is 3 hours, only 1.5-hour increments, no out-of-class hours for labs.

☐ 11.) **Work Experience/Other Hours Min.** This should be zero for most courses (Work Experience Hours, Clinical Hours, Field Experience, Field Trips).

☐ 12.) **Course Units Min (CB07).** This will calculate based on what was entered in the previous three fields.

All other fields will automatically populate.

Course Total Hours Summary

☐ 13.) **Course Total Hours Summary.** All will automatically populate based on previous fields.

REQUISITES, LIMITATIONS ON ENROLLMENT, AND EQUIVALENCIES

Prerequisites from eLumen (View Only):

☐ 1.) Requisites (Prerequisites, Co-requisites, Anti-requisites, & Advisories)

Requisites:

☐ 2.) **Requisites**. 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.

Co-requisite: Prior to, or concurrently with, the Course - They must tell us which way.

Co-requisite must indicate: Must be taken concurrently or may be taken with, or prior to.

Advisory: BC determined by VPI that we would not 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)

Every prerequisite needs a Content Review completed and updated.

☐ 3.) **Content Review Worksheet (if applicable).** Content Review only for courses with prerequisites or corequisites.

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Limitations on Enrollment:

☐ 4.) **Limitations on Enrollment**. NOT the same as prerequisites, usually left blank

Examples:

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.

Legally Mandated Training Limitation on Enrollment: Declared major or occupational goal and evaluation of the student's qualifications and objectives.

Admission to the Police Science Bachelor's Degree Program.

Course Equivalencies:

☐ 5.) **Course Equivalencies**. Auto-populates.

☐ 6.) **Equivalency Change Request**. Only complete if needed.

SPECIFICATIONS

Methods of Instruction

☐ 1.) **Methods of Instruction**. Each method should be listed individually. Include explanations for each. (e.g., Lecture – Instructor lectures on the topic.)

Methods of Evaluation

☐ 2.) **Methods of evaluation**. Each method should be listed individually. Include explanations for each. (e.g., Objective Exams – may include multiple choice, matching, true/false, and/or essay.)

Assignments

☐ 3.) Examples of in- and out-of-class assignments are listed here.

a.) Critical Thinking Assignment Example. This should be something that demonstrates the critical thinking required within the course and includes reading and writing requirements. (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.

b.) List of TYPES of Assignments.

Equipment

☐ 4.) Usually blank – refers to equipment needing to be purchased/procured by the college.

Textbooks

☐ 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 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 the "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.

For CCN courses, list all of the books they list.

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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 the 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 Objectives: Part 2

☐ 2.) **CCN Courses**. Copy/Paste the information provided in the CCN Template.

Course Student Learning Outcomes (CSLOs)

☐ 3.) **Student Learning Outcomes**. SLOs must be listed. Each one should start with the statement, "At the conclusion of this course, the student should 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.

☐ 4.) **Student Learning Outcomes: Part 2**. CCN Courses. Copy/Paste the information provided in the CCN Template.

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

ASSESSMENT MAPPING

Assessment Mapping Upload

☐ 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. Use the link to the template on the Curriculum Committee Canvas page: https://kccd.instructure.com/courses/24941/pages/curriculum-mapping. If it asks, choose the option to make the form public.

OUTLINE

Course Outline

☐ 1.) **Lecture.** Outline which includes time spent on each topic. Either in weeks for 15 weeks total, with week 16 being finals, 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.

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Course Outline: Part 2

☐ 1.) **CCN Courses**. Copy/Paste the information provided in the CCN Template. RECOMMENDED: Add a PART II, to include any additional information needed that's not included in the template.

Lab Outline

☐ 1.) **Is there a lab component in this course**?

☐ 2.) **Lab Component Outline.** outline which includes time spent on each topic. Either in weeks for 15 weeks total, with week 16 being finals, 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.

☐ 3.) **Lab Component Outline: Part 2.** CCN Courses. Copy/Paste the information provided in the CCN Template. RECOMMENDED: Add a PART II to include any additional information needed that's not included in the template.

Course and Lab Outlines cannot be identical. The Topics can/should match, but the specific work/activities should be specific to each outline.

DISTANCE AND CORRESPONDENCE EDUCATION CRITERIA and STANDARDS

Distance Education Criteria and Standards

☐ 1.) **What type of course is this?** Depending on your answer, you may receive a second question asking what type of Lab is included.

☐ 2.) **Please choose all of the delivery methods applicable to this course.** We recommend all options be chosen unless restricted by an outside agency. At least one must be selected. This course can only be scheduled in the approved methods identified on the COR.

☐ 3.) **If the selected delivery mode is Other, please describe how this course will be conducted.** This is only visible if Other is selected.

☐ 4.) **Is this course being submitted for Correspondence Education approval (CE)?** Correspondence Education is only allowed for the Inmate Scholars Program or in declared emergency situations.

☐ 5.) **Rigor statement: The same standards of course quality shall be applied to distance education as are applied to traditional classroom courses in regard to the course quality judgments made pursuant to the requirements of Section 55002. The same expectations apply to any local course quality determination or review process.**

☐ 6.) **If the methods of evaluation differ from a face to face courses, please indicate what the differences are and why they are being used**.

If methods of evaluation are not the same across modalities, an explanation must be provided. Please indicate whether:

A. Methods of evaluation and out of class assignments are the same as for a face to face course.
B. Methods of evaluation and out of class assignments are NOT the same as for a face to face course.
C. n/a

☐ 7.) **If the face to face course has a lab, field trip, or site visit explain how these components will be performed in the online course. Be sure to identify how the lab component will differ from a homework assignment..** 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

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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.

☐ 8.) **How will "regular and substantive interaction" be demonstrated in this course? Title V, section 55204 requires at least TWO of the following. Please choose at least TWO options from the list below..** If "Other" is chosen, an explanation must be provided.

☐ 9.) **If you chose "Other instructional activities approved by the institution's or program's accrediting agency" in the above question, please provide supplemental information**. This will only be visible if Other was chosen in the previous question.

☐ 10.) **Title V Section 55204 requires regular interaction by instructors. By checking both boxes below, the instructor is ensuring compliance with Section 55204 of Title V..** Must be completed for all courses. Title V Section 55204 compliance must check **both** boxes.

☐ 11.) **Purely because of the delivery mode, will you require additional software or hardware beyond basic computer and web browser capabilities?.** Usually "No." If "Yes" is chosen because additional software/hardware beyond basic computing and internet is required, an explanation must be provided.

☐ 12.) **If you answered YES to the previous question, please explain below.** ☐ 13.) **Federal and state regulations require that all online course materials be made available in an accessible electronic format. By checking both boxes below, the instructor is ensuring compliance with Section 508 of the Rehabilitation Act..** Must be completed for all courses. Section 508 compliance must check **both** boxes.

☐ 14.) **A good practice is that section size should be no greater in distance education modes than in regular face to face versions of the course. Will the online section for this course differ from face to face sections?.** If a class size difference is required, an explanation must be given.

☐ 15.) **If you answered YES.** If the online section of the course will differ in size from face to face sections, please provide a rationale for the size difference.

Title 5, § 55001.5

Compliance

☐ 1.) This course has been reviewed to ensure that it meets Title 5, § 55001.5 requirements.

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