SDCCE Curriculum Committee Checklist for Curriculum Approval

Curriculum Approval Criteria:

1. Mission:
    a. Aligns with [District Mission](#);
    b. Aligns with [SDCCE Mission](#);
    c. Aligns with [SDCCE Strategic Plan Institutional Goals](#);
    d. Program Review
    e. Appropriate level for institution
        i. Does not exceed levels for noncredit (basic skills, high school, short-term vocational, English as second language, and special populations)

2. Need
    a. Valid occupational, basic skills, civic education or lifelong learning purpose. Must not be primarily avocational or recreational;
    b. For occupational/vocational labor market information (LMI) justification for local service area to support demand;
    c. For college preparation noncredit justification to support demand/need to student transition to credit course work; and
    d. Does not cause harmful competition with an existing program at another college within the region.

3. Standards
    a. Successful completion enables students to fulfill course and program goals and objectives;
    b. Course and programs are integrated, and meet goals and objectives; and
    c. Course outline of record meet all requirements of [Title 5, section 55002 (c)](#)

4. Resources
    a. Resources exist to support the course(s)/program; and/or
    b. New resources are required in order to support the course(s)/program.

5. Compliance
    a. Curriculum complies with applicable [District Board policies and procedures](#); and
    b. Curriculum does not conflict with any state or federal laws, statutes or regulations; and
    c. Curriculum follows accreditation standards.

Curriculum Considerations	Yes	No
1. Documentation confirming curriculum has been vetted through and is supported by college colleagues.		
2. Course Contact Hours are defined on the course outline (maximum number of contact hours of the course) and sufficiently cover the course scope and breadth of topics.		
3. Distance Education, for courses outlines including distance education approval, is defined; course quality standards apply to distance education in the same manner as for regular classroom course.		
4. Field trips, required materials or other fees are listed in the course catalog description.		
5. Labor Market Information supports justification for curriculum action (applies to short-term vocational programs)		

Course Outline Considerations:	Yes	No
1. The Course Goals are reflected in Course Objectives and are stated in non-measurable terms from viewpoint of what instructor wants to achieve in the course.		
2. The Course Objectives are measurable and aligned with stated objectives in Course Description and follow the thought, "The student will be able to…". Some of the objectives include critical thinking.		
3. The topics listed in Course Content and Scope cover all the Course Objectives.		
4. The Evaluation is aligned with Course Objectives and Course Content and Scope and identifies how students will demonstrate that all of the Course Objectives have been met.		
5. The Methods of Instruction show how the course will enable students to achieve the objectives.		