Technical Review Checklist

This document provides an overview of curriculum development, and includes links to required documents and links to resources, curriculum may be presented for approval. The items listed below MUST be completed and submitted in order for the curriculum to be reviewed by required approving bodies (see flowcharts below).

Overview of Curriculum Development

- ❑ Discuss proposed curriculum with your program chair and program dean
- ❑ For short-term vocational curriculum, confirm there is high employment demand in San Diego (See "LMI" section below)
- ❑ Identify Student Learning Outcomes for each course
    - o For questions regarding drafting of SLOs and to submit SLOs, please email Marne Foster, CE SLO Coordinator, mfoster@sdccd.edu
- ❑ Draft/revise Course Outline of Record (See "COURSES" section below)
    - o SDCCE DE Addendum Form required
- ❑ For certificate program applicable courses, draft/revise Certificate Program narrative (SEE "CERTIFICATE PROGRAMS" section below for template or instructors on how to obtain the current narrative for existing certificate programs)
    - o For short-term vocational curriculum, LMI form required
- ❑ Draft certificate program competencies (SEE "CERTIFICATE PROGRAM" section below for template or instructors on how to obtain the current competencies for existing certificate programs)
- ❑ Reconvene with program chair and program dean to review drafted curriculum
- ❑ Communicate new/revised curriculum with credit college discipline faculty colleagues.
    - o This supports efforts for a smooth approval process and provides an opportunity to discuss possible student pathways and transition opportunities.

COURSES

Course Outline of Record (COR)

- ❑ New Course: CE Course Outline of Record Template
- ❑ Course Revision: contact Curriculum Analyst for copy of current Course Outline of Record in an editable format.
    - o Revisions must be made to the currently approved cor.
    - o All proposed changes must be reflected in order to present for review and approval.

- ❑ [CE Distance Education (DE) Addendum Form](#) (required for both new and revisions)
- ❑ Utilize the [Curriculum Review Rubric](#) tool to guide you in reviewing and completing all areas on the COR.

CERTIFICATE PROGRAMS

- ❑ New Programs and Program Revisions: [Labor Market Information form](#) (for short-term vocational only)
  - o Labor Market Information (LMI) resources to research employment demand for occupations in San Diego County (data provided on LMI form must be for San Diego County)
    - ▪ Centers of Excellence (COE) Supply & Demand Tool, link: [Demand-Tool_June2021.xlsm (live.com)](#)
    - ▪ Employment Development Department (EDD) Employment Projections, link: [Employment Projections (ca.gov)](#)
- ❑ New Program: [Certificate Program Description](#)
- ❑ Program Revision: contact Curriculum Analyst for copy of current Course Outline of Record in an editable format.
  - o Revisions must be made to the currently approved program description
  - o All proposed changes must be reflected in order to present for review and approval.
- ❑ New Program and Program Revision: [Certificate Program Competencies](#)
- ❑ Deactivated Program (not replacing with another program): [Labor Market Information form](#) (for short-term vocational only)
  - o Labor Market Information (LMI) resources to research employment demand for occupations in San Diego County (data provided on LMI form must be for San Diego County)

RESOURCES

[New/Substantially Revised Curriculum Approval Process Flowchart](#)

[Revised Curriculum Approval Process Flowchart](#)

[SDCCE Curriculum webpage](#)

[ASCCC Course Outline of Record: A Curriculum Reference Guide](#)