

CCC Curriculum Committee, Course Outline Rating Grid

<i>(Blanks in top row are for listing course numbers. Left column lists all required outline elements.)</i>					
<b>"Title," "Course No.," "Credits," "Date"</b> (recent?), <b>"Institution"</b> : all present?					
<b>"Developed by"</b> : lists both a dept. & an individual.					
<b>"Description" is</b> : approx. 50 words, brief but comprehensive, & written for a general audience.					
<b>"Length of Crs"</b> : does # of hrs. make sense? Is type of class listed--"lecture," "lab," both?					
<b>"Learning Outcomes" section:</b>					
--begins with "Upon successful completion of the course, the student should be able to:"					
--is followed by bulleted list, each bullet item starting with a verb, all lower-case.					
--uses only verbs that are measurable.					
--if GE-approved, notes connections to GE outcomes in parens after each relevant outcome.					
<b>"Grading Method," &amp; "Prereqs &amp; Coreqs"</b> : both present?					
<b>Major Topic Outline:</b>					
--detailed enough to represent the course; brief enough to be scanned quickly (1/2 to 2 pp.).					
--lists subjects, not written as outcomes.					
<b>If GE-approved, should include a mapping doc. Map doc &amp; Crs. Outline together show:</b>					
--the crs. has fixed hours & at least 3 credits.					
--the crs. teaches reasoning skills in addition to developing prof. skills.					
--how the crs. reflects the state GE Outcomes.					
Is the mapping doc current? (The current version uses "outcomes" in every heading--e.g., "Writing Outcomes"--and has sections for Cultural Literacy & Information Literacy.)					