Overview of Course Outline Review Process

1. Introduction to Curriculum Committee Documents.
2. Where to find the course outlines?
3. The Course Revision Guidebook.
4. Course Outline Review Rating Checklist Grid.
5. Gen. Ed. Process Flow\_Approved version, AKA The ‘Swim Lanes” document.
6. Gen. Ed. Cert-REVISING a course outline hints.
7. The Review Group
8. The Review Group does not recommend the best way to teach the course.
9. The Review Group does recommend better ways to write parts of the course outline.
10. The Review Group does recommend better ways to organize parts of the course outline.
11. The Review Group does recommend to the Curriculum Committee the approval of the course outline.
12. The Review Group does recommend to the Curriculum Committee approval of a course for General Education certification.
13. Operation of the Review Group.
14. Probably there’s no ‘best’ way for a Review Group to function.
15. This is the way Terry has discovered works well.
16. The Group members review the course outlines independently.
17. Each Group member shares (e-mail) their insights with the Group Lead.
18. In most instances the members of the Review Group will make the same recommendations. When there are differences it is the Group Lead’s responsibility to sort out the differences. Terry recommends face to face discussions for this activity.
19. The Review Group is in agreement about the recommendations.
20. The Group Lead meets with the course originator.
21. The course originator may reject the recommendations. Hopefully they won’t.
22. It is best if the course originator makes the changes and submits the changes to the Curriculum Office.
23. HOWEVER, because the Group Lead is very familiar with the software, it can expedite the process for the Group Lead to make changes and submit the changes to the Curriculum Office.