 **Related Instruction Course Review**

**Process Document**

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| **Name of Process:** | Related Instruction Course Review |
| **Process Owner:** | Related instruction Subcommittee of Curriculum Committee (RIS) |
| **Created By:** | MaryJean H. Williams | **Last Updated By:** | Donna Larson |
| **Date Created:** | 03/16/2018 | **Last Revision Date:** | 03/20/2018 |
| **Process Purpose:** | Record the steps for assigning or removing related Instruction designation for courses.  |
| **Process Input:** | Course outlines approved by the Curriculum Committee asking for a related instruction designation. |
| **Process Boundaries:** | Starting boundary- course outline approved by Curriculum Committee. Ending boundary- Related Instruction Subcommittee (RIS) recommends adding or removing courses to/from the Related Instruction List to the Curriculum Committee.  |
| **Process Flow:** | 1. Curriculum Committee approves a course outline with Related Instruction designation checked and sends to RIS.
2. RIS discusses course outline student learning outcomes and confers with the submitter as appropriate.
3. RIS evaluates student learning outcomes to related instruction outcomes and criteria using the Related Instruction Checklist below, also found at [http://webappsrv.clackamas.edu/committees/CC/index.aspx?content=additional#body](http://webappsrv.clackamas.edu/committees/CC/meetings/AdditionalDocuments/Related%20Instruction%20Checklist.docx)
4. RIS recommends courses that satisfy the criteria and student learning outcomes for a related instruction course to be added to the list.
5. Those that do not meet the student learning outcomes and criteria are not recommended for addition to the related instruction course list.
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| **Process Output:** | A recommendation by RIS to Curriculum Committee  |
| **Exceptions to Normal Process Flow:** | Referred Related Instruction course outlines from the end of Spring term will be reviewed during the next fall term.  |
| **Time Constraints and Processing:** | RIS reviews course outlines after Curriculum Committee approval.  |

**Related Instruction Checklist**

**Check the box next to the criteria that the course meets. If all criteria are met within one area, the course meets the requirements for related instruction certification within that area.**

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| Communication |
| [ ]  College-Level Writing Course[ ]  Minimum of 3 credits[ ]  The course provides students with the effective written communication skills necessary for success in a field in which a degree or certificate is offered.[ ]  Upon successful completion of this course, students should be able to read actively, think critically, and write purposefully and capably for professional audiences. |
| Computation |
| [ ]  College-Level Course[ ]  Minimum of 3 credits[ ]  The course provides students with sufficient mathematical skills and knowledge for success in a field in which a degree or certificate is offered.[ ]  Upon successful completion of this course, students should be able to use appropriate mathematics to solve problems. |
| Human Relations |
| [ ]  College-Level Course[ ]  Minimum of 3 credits[ ]  The course covers interpersonal relationships and human relation skills in social and/or work contexts.[ ]  Upon successful completion of this course, students should be able to engage in ethical communication processes that accomplish goals. |
| PE/Health/Safety/First Aid |
| [ ]  College-Level Course[ ]  The course is MFG-107 or the course has HE, HPE, or PE as its prefix.[ ]  Upon successful completion of this course, students should be able to use effective life skills to improve and maintain mental and physical wellbeing. |