

Best Practices:  
Reviewing Curriculum  
Fall 2013

# Units and Hours

- Lecture—one unit=18 hours
  - Ratio of In-class to homework hours 1:2
- Lab—one unit =54 hours
  - Ratio of In-class to homework 3:0
- Integrated Lab—one unit=36
  - Ratio of In-class to homework hours 2:1
- When in doubt, refer to document on webpage

# Open Entry/Open Exit

- Defined in §58164 credit or non-credit courses in which students enroll at different times and complete at various times or at varying rates within a defined time, such as a semester.
- LRNS courses, Supervised lab courses

# General Education

- Faculty author can propose
- Proposed: CC subcommittee will review and either uphold or not

# Repeatability

- None
- Exceptions:
  - intercollegiate athletics
  - courses that are repeated at four-year colleges (MUSI)
- If repeatability is proposed, faculty must provide documentation.

# Course Description

- Should describe course and intended audience (if there is one).
- Complete sentences? Sentence fragments? (keep in mind public document)
- Does NOT need to say “Transfers to CSU, UC”

# Requisites

- Described in Title §55003
- Prerequisites and corequisites are skills student must have to be successful in the course
- If computation (MATH) or communication (ENGL) pre-requisite is added to course outside that discipline, CC needs to do content review to see if valid per local policy.

# Advisories (Recommended Prep)

- Condition of enrollment that a student is advised, not required, to meet
- Courses that should help students be more successful



# SLOS

- Are they there?

# Course Objectives

- Should indicate what skills or knowledge the student will acquire during the course
- The objectives should demonstrate how a student will develop/use critical thinking skills
- Typically 3-10
- Best practices: these should be integrated with content, methods of instruction, methods of evaluation

# Course Content

- Includes all content covered in a course
- Instructors have flexibility in how much time spent on each item, but they must cover all

# Methods of Instruction

- No mandate in Title 5 regarding methods. Faculty have academic freedom to choose methods to suit best different teaching and learning styles
- Should be appropriate for course objectives
- COR must have specific types/examples

# Methods of Evaluation

- No mandate from Title 5
- COR must specify types/examples
- Must effectively evaluate students' critical thinking ability
- Examples: Written short answer/essay exams

# Minimal Percentage for Passing

- With exception of certain programs and courses that require higher standards due to state regulations...CMJ or HEOC
- 60% level for a grade of D

# Assignments/Other Activities

- Assignments listed should support content of course.
- Detailed enough to give you a clear understanding of the rigor of student work that is expected

# Texts

- Any course that is part of CSU GE Breadth or IGETC must have required textbook
  - For textbooks more than six years old, a brief justification should be included.