



Deans Course Checklist—META Approval Guidelines

Status: Draft

Main	003
Catalog Notes	
Co-Contributor	
Cross Listed / Minimum Qualifications	007
Requisites	001
Requisite Validation	
Credit for Prior Learning	001
Program Association (New Courses Only)	
Units/Hours	002
Repeatability	001
Methods of Instruction	
Distance Ed	
SLO	001
Objectives	
Content/Body of Knowledge	
Assignments	004
Methods of Assessment	
Textbooks/Resources	
Transfer/General Ed Admin Only	
Multicultural	
Codes	101

Main Page — Effective Date; Justification must describe the changes made and why they were made. Sentence structure and punctuation must be appropriate. This information informs the agenda and is passed to COCI.

Cross-Listings—Cross-listings are discouraged; minimum quals must be considered for both disciplines. Cross-listing is not necessary for articulation or degree requirements.

Requisites—Are they clear and easy to follow? Are any of the requisites being deactivated? You do not have to evaluate requisite content, requisite coordinator reviews this section.

Requisite Validation —All requisites, including recomm. prep. must be validated. Does data support the need? How was data collected?

Units/Hours—Not to be part of a change or review. Changes to units/hours require a new course be created and the old version deactivated. There are also articulation impacts.

Repeatability—Courses generally are not repeatable (small number of exceptions).

Distance Education—Is course appropriate for DE? You do not have to evaluate the responses on the DE page; DE Coordinator reviews this section.

SLO—Are there at least 2 SLOs for this course? You do not have to evaluate the SLOs; SLO Coordinator reviews this section.

Reports - Available in several areas throughout META

Look for the  icon.

Abridged Comparison

- Comparison
- Impact
- All Fields
- Course Outcomes Report
- Course Outline
- Distance Education Report

- **Comparisons**—Shows what was changed in the course (highlights and strikethroughs).
- **Impact**—Shows all the places a course appears (programs, requisites, cross-listings). Key report for deactivations.
- **All Fields**—Shows every field which is a part of the course.
- **Course Outcomes Report**—Shows only Learning Outcomes.
- **Course Outline**—Our official COR which is available to the public and is used for Articulation.
- **Distance Education Report**—All the fields of the DE page.

To save reports, print to pdf, save and/or print.

For more curriculum information, go to <https://www.palomar.edu/curriculum>.