COR Course Checklist—META Guidelines

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

📄 Status: Draft

Main	0/3
Catalog Notes	
Co-Contributor	
Cross Listed / Minimum Qualifications	0/7
Requisites	0/1
Requisite Validation	
Credit for Prior Learning	0/1
Program Association (New Courses Only)	
Units/Hours	0/2
Repeatability	0/1
Methods of Instruction *D	
Distance Ed *D	
SLO *D	0/1
Objectives	
Content/Body of Knowledge *D	
Assignments *D	0/4
Methods of Assessment *D	
Textbooks/Resources *D	
Transfer/General Ed Admin Only	
Multicultural *No longer valid. Do not complete.*	

*D=DEI Opportunity

Main Page — Enter future effective date. Justification should be detailed and concise, describe changes, and why they were made using complete sentences free of grammar and punctuation mistakes. This information informs the curriculum agenda and is passed to COCI. Course description must convey the content of the course and be written clearly enough to be understood by various audiences.

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

Requisites— Are the prerequisites necessary for students to be successful in the course? Are the requisites/corequisites explained clearly? Have any requisites been deactivated?

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

Units/Hours—Not a 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. If hours/units are changed, content must be adjusted to reflect the change.

Repeatability—Courses generally are not repeatable (limited exceptions).

Methods of Instruction—Appropriate to objectives. Must contain examples of methods instructors may use to convey the content of the course.

Distance Education—Explain why this course is particularly suited to be offered through distance education. Be sure to reference course objectives, SLOs and core content that are addressed in the online environment.

SLO—A minimum of 2 rigorous and measurable SLOs are required. SLOs represent the knowledge, skills, and abilities that students will have after taking the class. Each SLO should begin with an active learning verb that indicates critical thinking (analysis, synthesis, evaluation).

Objectives—A connection to the course goals students will achieve using active-learning verbs. One objective is not enough, while ten may be too many.

Content/Body of Knowledge—A complete subject–based list of all topics taught in the course. Topics should contain subheadings arranged in roman numeral outline format and demonstrate the details of the header content. Content should reference objectives and course description material.

Assignments —Supplemental reading material (not the textbook of record) and out-of-class assignments which show independent skills and reflect college-level effort and critical thinking should be included.

Methods of Assessment —Appropriate to objectives and methods of instruction. Must contain examples of methods instructors may use to evaluate the achievement of student objectives.

Textbooks/Resources—Must contain at least one no older than 5 years. If textbook is older than five years, it must be indicated as a classic in the field.