**Guidelines for Curriculum Committee Chairs**

Campus curriculum committees work in a variety of ways to manage new curricula; however, some things with respect to the state system should be happening at all the colleges:

The college SFCC representatives should attend Curriculum Committee meetings at the local college.

**When a new course is proposed for use at your school:**

* Consider the reason for offering the course and verify that it makes sense for your college.
* Verify that the course will only be taught under a “special topics” number for a maximum of one year.

**When a new or revised course is being forwarded to SFCC for addition to the Common Course Numbering System:**

* Verify that the course does not duplicate another course already in the system.  This is responsibility of both the institution and the statewide discipline chair. For example, just because all or most of the courses in a CTE program are of one prefix, does not mean they all have to be.  If a course already exists in another prefix, it should be used.  Any two courses should be at least 20% different.  The course guide should make the difference clear.
* Verify that the course guide is filled out correctly in terms of credits, lecture/lab distinctions, etc.
* Verify that the course guide is written according to the system guidelines:
  + Course description should start with an action verb. Generally, the subject is “This course…”
  + Course description should be 75 words or fewer.
  + Competencies should start with *measurable* action verbs. Here the subject is “The student…” *A list of suggested verbs is included with this document*, but others are acceptable as long as they are measurable. Please do not use “understand” as a measurable verb.
  + There should be no more than 20 competencies.
  + Topical outline should support the course description. The outline should describe the course so that a new instructor would know what to teach. It should also provide enough information to show how the competencies will be met.
  + Grammar, punctuation and spelling are all error free.
  + Numbering conventions are handled correctly.

In addition, providing some advice to the course author can be beneficial. Authors might want to:

* Work with a member of your curriculum committee before submitting the course to make sure everything is clean and correctly worded.
* Attend the meeting during which your committee reviews the course so that any problems can be fixed on the spot.
* Make sure your SFCC representatives are familiar with your course and can answer questions.  We would also suggest you be available by phone or email during the monthly SFCC meeting to answer questions that may arise.  This can make a difference in whether or not a course gets approved or is delayed for another month.  In some cases, it might be a good idea to attend the SFCC meeting where the course is reviewed to answer questions and offer clarification.
* In some cases, attend the SFCC meeting where the course is reviewed to answer questions and offer clarification. Note that the course will not be reviewed at SFCC until it has discipline chair approval and has been on the Bulletin Board for 30 days.

**When a course is being submitted for GT Review:**

* Verify that the course description and competencies listed in the Course Nomination Form match those listed in the CCCNS Database.
* Verify that the course syllabus and nomination form agree at all points.
* Verify that the Content Criteria required of a GT course are met by the course and that this is shown by the course syllabus. Content Criteria are found at <http://highered.colorado.gov/Academics/Transfers/gtPathways/Criteria/content.html> .
* Verify that grammar, spelling and punctuation are correct throughout the syllabus and nomination form, and that appropriate formatting has been used.

Again, it may be helpful for the course author to be present at both the local curriculum committee meeting and the SFCC meeting where the GT materials are reviewed. Authors are not permitted to review their own courses at the GT Review meeting.

**Checklist for Course Review:**

* The course does not duplicate any other course within this or any other prefix in the CCCNS system.
* Necessary information provided:
  + Course author and submitting institution
  + Course prefix, number and title
  + Credits
  + Is this a new course or a course revision?
  + Schedule types (Lecture, Lab, Internship, etc.)
  + Course Attributes (Gen-ed, GT, CTE, etc.)
* Course description starts with an action verb with the subject assumed to be, “This course…”
* Course description is 75 words or fewer.
* Competencies start with *measurable* action verbs with the subject “The student…”
* There are no more than 20 competencies.
* Topical outline supports the course description and competencies.
* Topical outline provides enough information so that a new instructor would know what to teach.
* Grammar, punctuation and spelling are all error free.
* Numbering conventions and formatting are handled correctly.

**Checklist for Reviewing GT Submissions:**

* The course description and competencies listed in the Course Nomination Form match those listed in the CCCNS Database.
* The course syllabus and nomination form agree at all points.
* The course meets the Content Criteria required of a GT course and this is shown explicitly within the course syllabus.
* Verify that grammar, spelling and punctuation are correct throughout the syllabus and nomination form, and that formatting is clean and correct.