

Policy: Ongoing review of prerequisites, corequisites, advisories and course outlines of record

Whereas, Title 5, §55003 states that “at least **once each six years** all prerequisites and corequisites established by the district shall be reviewed, except that prerequisites and corequisites for vocational courses or programs shall be reviewed **every two years**. These processes shall also provide for the periodic review of advisories on recommended preparation.”

Whereas, the University of California’s *Policy on Course Transferability, Directions for Revising the UC Transferable Course Agreements and Special Regulations for Courses in Specific Subject Areas* states that for UC transferable course agreements, “Outlines should be current (not more than seven years old).” The CSU system also demands currency of course outlines in order to articulate the courses.

Whereas, the C-ID (Course Identification Numbering System) requires that course outlines submitted for C-ID designation be **no more than five years** old. Outlines that have not been reviewed within five years therefore cannot be assigned a C-ID designator.

Resolved, the Academic Senate of Cañada College requires a routine review and updating of Course Outlines of Record for CTE courses every two years and for all other courses at least once every five years. During the routine review of the required and recommended preparation, a department should:

1. Determine whether prerequisites, corequisites, and/or advisory courses are still appropriate
2. Check to see if the content of any preparatory courses has changed
3. Add or delete prerequisite, corequisite, and/or advisory courses, as necessary
4. Make any other revisions in the course, such as changes to current textbooks
5. Submit the revised Course Outline of Record for approval

Failure to update the Course Outline of Record within five years for non-CTE courses, and within two years for CTE courses, will result in the course being banked (classified as inactive) by the Curriculum Committee and removed from the schedule of classes and the college catalog as detailed in the following procedure.

Procedure

Each January the Office of Instruction will generate a list of all CTE courses that have reached their two-year review cycle and a separate list of all other courses that have reached their five-year review cycle. These lists will be distributed to all faculty, the Curriculum Committee, Division Deans, and posted online no later than the third week of the spring semester.

Faculty will have one calendar year to update all courses that will remain active. For example, in January 2014, a list of courses will be generated that must be updated for inclusion in the 2015- 2016 catalog.

Departments will identify a faculty member with discipline expertise to be responsible for reviewing and updating the affected Course Outlines of Record.

If there are no discipline experts with the appropriate FSA at the college, an expert from the other two district colleges will be sought to consult with local faculty from related disciplines in updating the COR. In the event that no discipline experts are available within the district, the division Dean may seek experts

from other colleges or the private sector subject to the approval of the college's Academic Senate Governing Council.

CORs must be updated and approved by the Curriculum Committee before the deadline for inclusion in the next fall schedule of classes.

In accordance with Title 5 and C-ID, the Office of Instruction will generate a list of any courses that have failed to meet the required review deadline. The Curriculum Committee will bank (classify as inactive) and remove from the schedule of classes and catalog those courses until such a time as the COR is updated and approved. The Committee will provide a list of all affected courses to the Academic Senate Governing Council.

In extenuating circumstances, the Curriculum Committee may recommend a one-year extension for updating a COR, during which time the course will continue to be listed in the schedule of classes and catalog. The extension is subject to approval from the Academic Senate Governing Council and Vice President of Instruction.