Criteria for the Suitability of New Courses

*Factors to consider in assessing the appropriateness of new offerings.*

Purpose of this document: To aid curriculum committee members in deciding their vote on new course proposals.

Questions to ask when reviewing courses:

Essential factors

1. Is this a lower-division course? (If there is any doubt, can the originator present examples of comparable courses at other campuses in the UC or CSU system?) (Need a list of sub-criteria that determine upper and lower division.)

2) Are other offerings in the discipline up to date in regard to updating, curriculum and program review and assessment?

3) Is this course compatible with the philosophy and mission of the college?

4) Does the course respond to or reflect community or student needs?

For example:

* Does the course support student needs for transfer?
* Does the course provide foundation skills that are essential to prepare students for college level work?
* Does the course provide career technical knowledge or skills that respond to local industry needs?
* Is there demonstrated evidence of student interest in taking the course?

5) If there is any apparent overlap of content with existing offerings, has collegial conversation taken place?

Additional Factors to Consider

1. Will the course be part of an existing or planned program? Or is it a stand-alone course?
2. Does a C-ID descriptor exist for this course?
3. Will the course articulate to four-year institutions? What information is available from the originator and from the Articulation Officer (AO)?
4. Is this a C.T.E. course that responds to demonstrated industry training demands?
5. Is the course part of an identifiable career pathway?
6. Do adequate funds, resources, facilities and teaching staff exist to offer this course? Has the need, plan or feasibility for this course been documented in the department/discipline program review?