Curriculum Review Process for Program Review

The Curriculum Review Process is an integral part of the Program Review Process and involves departmental faculty reviewing the accuracy of the curriculum in their departments once every three years. Through this process, the Curriculum Committee and the Office of Instruction can support faculty in meeting their curriculum obligations under 10+1. You have received this file because your Department/cluster is scheduled to undergo Program Review this academic year (See the Curriculum Review Cycle on the following page to confirm your review cycle group.)

Curriculum review ensures the currency and relevance of courses within programs, ensuring that CoA degrees & certificates are relevant and in demand, and that Course Outlines of Record (CORs) are up to date and reflect current quality standards for content and delivery.

Cluster Chairs are responsible for assisting discipline faculty to develop, review and update curriculum as part of the Program Review Process. The Department Chair Committee, the Planning, Research and Institutional Effectiveness Committee (PRIEC) and Curriculum Committee, with full support of the Office of Instruction, will also provide support as needed to the Cluster Chairs and lead faculty in each discipline.

The Curriculum Committee, in partnership with the Office of Instruction, invite the faculty to complete a curriculum review checklist and return it to the committee by the end of October in the year the department is up for curriculum review. Once the Curriculum Review Form (see below) has been submitted, the Curriculum Committee reviews the information provided and will schedule a time for the department faculty to meet with the committee to discuss courses and programs.

Please note: The information requested below is meant to guide our colleagues in completing the "Curriculum" section of their Program Review while simultaneously informing the Curriculum Committee of the status of courses in our college inventory. The process is intended to be of reciprocal assistance. The curriculum WORK does not have to be completed at the time that the plan is submitted. A plan needs to be in place that Curriculum Committee can use for follow up for the remainder of the academic year.

Curriculum Review Guidelines

This checklist serves as a guide for presentation of program and/or department curriculum to the Curriculum Committee. After completing your curriculum review form, please contact Frank Nguyen in the Office of Instruction to schedule your program/department presentation at the next Curriculum Committee meeting. The Curriculum Committee meets the 1st and 3rd Tuesday of each month at 1:00 in L237. Presentations generally last about fifteen to twenty minutes.

Presentation Checklist:

Note: The curriculum review process should include collaboration with the cluster chair, all department faculty members, and consultation with other Peralta campuses (if applicable).

- ☐ Compare all courses currently listed in the most recent College Catalog with those in your CurriQunet Meta inventory. Make note of any course(s) that appear in one place but not the other, or are no longer offered.
- ☐ Verify that all CORs listed on CurriQunet are up to date (course content is appropriate, textbooks are updated, Distance Ed option, duration of course instruction) and contain SLOs.
- ☐ List any course(s) you intend to add to your program/department over the next three years.
- ☐ List course(s) that you intend to deactivate as a result of this review. Courses that have not been taught for three or more year and are not likely to be taught in the future or do not meet a degree requirement should be considered.

Curriculum Review Planning Report

Date of Discipline Review:	**Date of Curriculum Committee Review:**

List of faculty Involved in Developing this Report:

Please complete the curriculum evaluation based on the courses in the CurriQunet system as listed below. Use the checkboxes to let us know where you are in your curriculum updating and if there's anything we can do to help.

- Any courses with a "Last Update" date earlier than 2016 are due for updating (at least Textbooks).
- Please look at courses with "In Review" and "Draft" Status. We are happy to help you move them forward.

Courses

Subject	Course number	Course Title	Date of Last update	Status: Active or In Review	In current CoA Catalog?	Need Update?	Need CC Assistance?

Notes from the Curriculum Committee:

Degrees/Certificates

Department	Title of Degree or Certificate	Date of Last update	Type or Degree or Certificate	Status: Active or In Review	In current CoA Catalog?	Need Assistance?	

Is there anything specific the Curriculum Committee can do to assist you in your curricular efforts (keeping in mind that the Curriculum Committee has no influence over budgets or course scheduling)?

Curriculum Review Cycle

Starting in Fall 2015, the College of Alameda Curriculum Committee and the Office of Instruction began discussing curriculum updates with each program in the three groups (one each year). The current three-year cycle is:

Group A (2018-19)	Group B (2019-2020)	Group C (2020-21)
Natural Sciences	**Arts & Humanities**	**Social & Behavioral Sciences**
ASTRO	ART	AFRAM
BIOL	COMM	ASAME
CHEM	DANCE	HIST
PHYS	HUMAN	MLAT
KIN	PHIL	POSCI
		PSYCH
		SOC
		SOSC
Business, CIS, MATH, ECON	**Transportation**	**More Natural Sciences**
BUS	ADAM	ANTH
CIS	AMT	GEOG
ECON	ATECH	GEOL
MATH	DMECH	
LIS	**COUN / Student SVCS**	**Language Arts**
	COUN	CHIN
	LRNRE	ENGL
	ATHL	ESOL
		SPAN
		VIET
		~~GERM~~