

Mendocino College Curriculum 5-year review Instructions

Academic departments are assigned a calendar year to complete the Program Review Part II (completed in Spring) and the 5-year review of Curriculum (completed in Fall). Below are resources to complete the 5- year Curriculum Review. All [forms](#) are available on the [Curriculum webpages](#) of the Mendocino College website.

- **Course Outline of Record**

- Refer to the Curriculum Committee COR Checklist and look at **ALL** sections of the Course Outline of Record (COR) in [eLumen](#) for the following four key points: **Consistency, Relevance, Accuracy, Currency.**

- **Cultural Audit**

- Refer to the [Cultural Audit Review Process Checklist](#) and check the seven sections of the Course Outline of Record (COR) in eLumen.

- **For courses with advisories, prerequisites and/or requisites**

- If the course's advisories, prerequisites and/or requisites have already been approved and you would like the course to maintain this status, please complete the Content Review form and submit to the Curriculum Committee for review. (**Note:** If your course already has been reviewed on the Content Review Form version 2018 or 2019, you don't need to resubmit.)
- If you are changing advisories, prerequisites and/or requisites, please complete the Content Review form, make the edits in eLumen, and submit the form to the Curriculum Committee for review and approval.

- **For courses with Distance Education**

- If the course has already been approved for Distance Education and you would like the course to maintain the DE status, please complete the DE Addendum form and submit to the Curriculum Committee for review. (**Note:** If your course already has been reviewed on the DE Addendum form version 2018 or 2019, you don't need to resubmit.)
- If you are adding DE status to an existing course or a new course, please complete the DE addendum form, and submit to the Curriculum Committee for review and approval.

- **Student Learning Outcomes**
 - During the assessment process of the course SLOs as well as after completing Program Review Part II, if you had noted to make changes to the SLO, this is the time to do so. Make your edits in eLumen. If you need assistance, you can visit the Faculty Helping Faculty Canvas Shell and use the SLO Toolkit for support in writing and rewriting SLOs. For more help you can also contact the SLO Chair.

- **Mendocino College General Education designation**
 - If the course has been approved for Mendocino College General Education **only**, and you would like the course to maintain this status, please complete the appropriate form and submit to Curriculum Committee for review and continue approval. Please note that *all* General Education categories changed in Fall 2024 and courses must be submitted even if they have previously had approval.

 - If you would like a course to be considered for approval for Mendocino College General Education, please complete the appropriate form and submit to the Curriculum Committee for review and approval.

- **Programs (degrees and certificates) Review**
 - After reviewing all courses for the 5-year review, review your program(s) in eLumen.
 - Program Description and Career Opportunities- ensure your program description and career opportunities section are current and reflect the Guided Pathways meta majors.
 - During the assessment process of the Program SLOs as well as after completing Program Review Part II, if you had noted to make changes to any PSLOs, this is the time to do so. Make your edits in eLumen. If you need assistance, please contact the SLO Committee Chair.
 - Review the required and additional courses to ensure accuracy.
 - If your program is an AD-T degree, contact the Curriculum Specialist to ensure the program is reflective of the most current template.

For more information:

Please visit the [Curriculum webpage](#) on the Mendocino College website, for the Curriculum Committee calendar, COR checklist, Cultural Audit, Content Review form, DE Addendum form and Mendocino College GE forms.

For questions:

Contact: Curriculum Chair- Neeka Aguirre, naguirre@mendocino.edu or Curriculum Technician- Amy Nelson, anelson@mendocino.edu