What do I need to do for the Curriculum Committee 5-year review process?

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

- **For courses with advisories, prerequisites and/or requisites**
    - o 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. (If your course already has been reviewed on the Content Review Form version 2018 or 2019, you don't need to resubmit.)

    - o If you are changing advisories, prerequisites and/or requisites, please complete the Content Review form and submit to the curriculum committee for review and approval.

- **For courses with Distance Education**
    - o 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 it to the Curriculum Committee for review. (If your course already has been reviewed on the DE Addendum form version 2018 or 2019, you don't need to resubmit.)

    - o 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.

- **For Student Learning Outcomes**
    - o During the assessment process of the course SLO's, if you had noted to make changes to the SLO, this is the time to do so. If you need assistance, please contact SLO Committee chair.

- **For Mendocino College General Education designation**
    - o 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 approval.

    - o 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.

For questions:
Please visit the Curriculum webpage on the Mendocino College website, for the Curriculum Committee calendar, COR checklist, Content Review form, DE Addendum form and Mendocino College GE forms.
https://www.mendocino.edu/academics/curriculum

For more information:
Contact: Curriculum Chair- Tascha Whetzel, twhetzel@mendocino.edu or Curriculum Technician- Amy Nelson, anelson@mendocino.edu

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