

eLumen Curriculum Course Review Checklist

Course: _____ Reviewer(s): _____

***If DELETING a course, include the effective semester/year (I.e. Summer 2025) in the comments field.**

COVER INFO

General Information:

<p>1.) Course Code. Four letter approved subject with B in front of number. NC (or N) after the number for Non-Credit courses. <i>1-49 = Transferrable 50-99 = Non-transferrable and non-credit courses Over 100 reserved for bachelor's program</i></p>	
<p>2.) Course title. No abbreviations- Course name must be written out, check grammar and formatting. If the title is more than 60 characters, then please also provide an alternate short title that is less than 60. Avoid the use of symbols.</p>	
<p>3.) T.O.P. code (System Taxonomy). Check that TOP code matches course and discipline. Codes with * are CTE TOP codes</p>	
<p>4.) National Taxonomy. (CIP Code automatic)</p>	
<p>5.) Department.</p>	
<p>6.) Course description. Compare to most recent catalog. Check grammar and formatting; do not include the C-ID (has its own field below). ASCCC published an article, THE COURSE OUTLINE OF RECORD: A CURRICULUM REFERENCE GUIDE REVISITED which has more information on how to write a Course Description (p. 9).</p>	
<p>7.) S.A.M. code entered. Most courses with CTE Top codes - Clearly Occupational; almost all non-CTE - Non-Occupational. The Advanced Occupational code is reserved for a course with a prerequisite. If this course does not have a prerequisite, please make another selection aside from Advanced Occupational.</p>	
<p>8.) CCN (Course Control Number). Blank for new courses.</p>	

Faculty Requirements:

<p>9.) Faculty Requirements. Should match the minimum qualifications handbook</p>	
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Proposal Details

<p>10.) Author(s) Listed. At least one faculty from the discipline should be listed</p>	
<p>11.) Proposed start. Check curriculum calendar (e.g. Summer 2025). If you are not following the recommended schedule you must receive special permission from AVPI of Instruction. Please request from the AVPI and bc_curriculum email.</p>	
<p>12.) Submission rationale. Briefly, using complete sentences, provide a list of all changes for revisions and detailed reason/justification for new courses. (This text will be presented to the BOT.)</p>	
<p>13.) Possible Attachments if not included elsewhere. Content Review only for courses with pre-requisites or corequisites. CTE Course: Labor Market Information and Analysis</p> <ul style="list-style-type: none"> • Advisory Committee Recommendation (including committee membership, minutes and summary of recommendation) • Regional Consortia meeting minutes showing program recommendation <p>---Collect required CTE documentation simultaneously while working on course in eLumen.---</p>	

COURSE DEVELOPMENT OPTIONS

More Options:

1.) Basic Skills Status. <i>Reserved for courses in ESL, reading, writing, or math (CB08)</i>	
2.) Special Status. <i>"not a special class" should be chosen (CB13)</i>	
3.) Grade Options. <i>Choose from drop-down list; for non-credit, "Noncredit Grading" only</i>	
4.) Allowed Number of Retakes. <i>Should be 0 for most courses, 99 for noncredit* In-service courses may differ (rare).</i> <i>*In a noncredit course the student can re-enroll as many times as necessary to achieve satisfactory progress. Credit Course Repetition Guidelines (cccco.edu)</i>	
5.) "Retake Rationale/Policy Description." <i>If more than 0, this must be filled in <u>except</u> when noncredit</i>	
6.) Credit by exam/challenge. Credit By Exam/Challenge	
7.) Challenge Rationale. <i>for Credit by Exam - If box is checked, must be filled in</i>	
8.) Audit. <i>(Should be marked)</i>	
9.) Course Support Course Status. (CB26) <i>usually (N), must be associated with another course if (Y)</i>	
10. In-Service Course. <i>(required by California Penal Code) CCCCO Guideline</i>	

Associated Programs

11.) Course is part of a program. <i>(Automatic) Stand-alone courses must have a justification. If already part of a program, it will appear automatically. If it is a new program, the program must be concurrently started in eLumen for the program to appear in this section.</i>	
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Transfer & Gen. Ed. Options:

12.) Course General Education Status (CB25). <i>Most courses will be Y</i>	
13.) Transfer type requested. <i>Noncredit courses should be marked as non-transferable. At least one comparable lower-division course should be listed for each selection. If you cannot find a comparable course, contact the Articulation Officer and/or Curriculum Co-Chair for more information. List each option separately (e.g. GE, transfer)</i>	

--- Work with Articulation Officer for all GE and transfer options. articulation@bakersfieldcollege.edu

UNITS & HOURS

Credit / Non-Credit Options:

1.) Course Credit Status. <i>Drop down menu (CB04)</i>	
2.) Course Non-Credit Category. <i>must be selected (CB22)</i>	
3.) Non-Credit Characteristics. <i>non-credit only, most are blank (PCAH 8th Ed. p. 126)</i>	
3.) Course Classification Code. <i>Only non-credit courses (CB11)</i>	
4.) Funding Agency Category. <i>Most are not applicable (CB23)</i> <i>CDCP Funding: Certificate in recognized career field, Completion of aa degree or AA-T, Certificate of Competency: ESL, Elementary and Secondary Basic Skills Certificate of completion leading to job opportunities, workforce pre, short term vocation (high employment potential)</i>	
5.) Co-op Work Experience. <i>Only applicable for Work Experience courses (CB10)</i>	

6.) Variable Credit Course. <i>usually only Work Experience courses</i>	
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Weekly Student Hours:

7.) Lecture. <i>1 unit is 1 hour, only 0.5-hour increments, No out-of-class hours for non-credit, Work Experience has specific hour requirements</i>	
8.) In-Class Lab. <i>1 unit is 3 hours, only 1.5-hour increments, no out-of-class hours for labs</i>	
9.) Other. <i>This should be zero for most courses (Work Experience Hours, Clinical Hours, Field Experience, Field Trips)</i>	

Weekly Specialty Hours:

10.) None defined.	
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Course Student Hours:

11.) Duration in Weeks. <i>always 18 weeks</i>	
12.) In-Class Contact Hours.	
13.) Out-of-Class Hours. <i>0 for noncredit</i>	
14.) Total Student Learning Hours listed. <i>should be a multiple of 9</i>	
15.) Total Units listed. <i>0 for noncredit</i>	

REQUISITES & ENTRANCE SKILLS

Requisites (Pre-requisites, Co-requisites, Anti-requisites, & Advisories):

<p><i>If multiple requisites are listed, separate them with either an "AND" or an "OR", content review attached to cover page for EACH course listed, & No Advisories should be listed</i></p> <p>Co- requisite: <i>Prior to, or concurrently with, the Course - They must tell us which way.</i></p> <p>Co-requisite must indicate: <i>Must be taken concurrently <u>or</u> may be taken with, or prior to.</i></p> <p>Advisory: <i>BC determined by VPI that we would <u>not</u> use advisories. Not enforceable and confusing to students. (2018 approx.) C-ID often requires it: Our recommendation is to use a prerequisite; however, if moving the advisory to a prerequisite negatively impacts student enrollment options, then keep it an advisory. (2023 fall)</i></p> <p>Every prerequisite needs a content review completed and updated in the Cover Info tab.</p>	
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Limitations on Enrollment:

2.) NOT the same as pre-requisites, usually left blank

Examples:

Limitation on Enrollment: Full time or volunteer firefighters. Not open to non-firefighter trained students. This is a noncredit course. Student can re-enroll as many times as necessary to achieve satisfactory progress.

Legally Mandated Training Limitation on Enrollment: Declared major or occupational goal and evaluation of student's qualifications and objectives.

Admission to Police Science Bachelor's Degree Program.

SPECIFICATIONS

Methods of Instruction

1.) *Methods of Instruction listed using drop down options, rationale section can be blank except when "Other" is chosen. Each method should be listed individually.*

Assignments

2.) *Examples of in and out of class assignments listed here. Critical thinking assignment listed here. This should be something that demonstrates the critical thinking required within the course. (This is not required for KINS activity courses or Noncredit courses.)*

Methods of Evaluation

3.) *Methods of evaluation listed using drop down options, rationale section can be blank except when "Other" is chosen. Each method should be listed individually.*

Equipment

4.) *usually blank – refers to equipment needing to be purchased/procured by the college*

Textbooks

5.) **Textbook(s).** *Must have at least one textbook or instructional material listed except Physical Education (PHED or KINS) activity courses. For courses requesting transfer, Textbooks should be published within the past 5 years unless rationale is given. List each element in specified field. If an updated text unavailable, include current supplemental materials in "Other Instructional Materials" section. If text is older than 5 years, the COR must explicitly state that they are classics or seminal works in the field.*

Other Instructional Materials

6.) *If no textbook listed, this must be completed; are able to use "Instructor Created Materials/Package"*

Materials Fee

7.) Should be "None" or blank. Only BOT approved materials fees can be listed here as the \$ amount. If you plan to introduce a new material fee, this [form](#) must be completed and submitted to Dean for approval and submission to BOT.

LEARNING OUTCOMES

Course Objectives

1.) **Objectives must be listed.** C-ID requesting courses should be equivalent to course descriptors. These should be numbered with correct grammar and formatting.

Course Student Learning Outcomes (CSLOs)

2.) **SLOs must be listed.** Each one should start with the statement, "Upon successful completion of the course, the student will be able to..."; Should be at least 70% or greater expected performance. Justification for higher than 70% should be given. . It is suggested to have 3-5 SLOs. There should be fewer SLOs than objectives. These need to be numbered with correct grammar and formatting

Consult the [Bakersfield College Assessment Handbook](#) (Updated April 2022) and/or your Assessment Committee Rep. for more information.

ASSESSMENT MAPPING

Assessment Mapping

1.) Please make sure there's mapping done to each ILO. Only map to GE if requesting GE in Transfer & GE section. If SLOs are updated, remember to update mapping as well.

COURSE OUTLINE

Course Outline

1.) **Lecture.** outline which includes time spent on each topic. Either in weeks for 15 weeks total with week 16 being final or in a percentage totaling 100%. Transfer courses should be more detailed. Hours ok for noncredit courses. Blank for lab only courses

Lab Outline

2.) **Lab.** section has an outline with weeks or percentages, hours ok for noncredit courses
Blank for lecture only courses

For the Course and Lab Outlines, they cannot be identical. The Topics can/should match, but the specific work/activities should be specific to each outline.

DISTANCE EDUCATION CRITERIA and STANDARDS

Distance Education Criteria and Standards

<p>List all delivery methods. <i>at least one must be selected. If any option other than Face to face is chosen, entire page must be filled in. If face to face meetings are required=hybrid.</i></p> <p><i>This course can only be scheduled in the approved methods identified on the COR. It is strongly recommended that you add all types of distance education for future use in scheduling.</i></p>	
<p>2) Correspondence Education (CE). <i>Correspondence Education is only allowed for Inmate Scholars Program in declared emergency situations</i></p>	
<p>3) Rigor Statement. <i>If methods of evaluation are not the same across modalities, an explanation must be provided.</i></p>	
<p>4) Labs, Fieldtrip, or Site Visit. <i>For all courses that include/require a lab, fieldtrip, site visit or the equivalent, an explanation for how these components will be completed in non-face to face modalities must be included. If Field Trips are part of Instructional Hours and make up the unit value these should be noted in Weekly Student Hours as Other.</i></p>	
<p>5) Regular and Substantive Interaction. <i>Choose at LEAST TWO examples. If "Other" is chosen, an explanation must be provided.</i></p>	
<p>6) Regular Interaction. <i>Must be completed for all courses. Title V Section 55204 compliance must check both boxes.</i></p>	
<p>7) Software and Hardware. <i>Usually "No." If "Yes" is chosen because additional software/hardware beyond basic computing and internet is required, an explanation must be provided.</i></p>	
<p>8) Accessibility. <i>Must be completed for all courses. Section 508 compliance must check both boxes.</i></p>	
<p>9) Class Size. <i>If a class size difference is required, an explanation must be given.</i></p>	
<p>10) Upper Division Course. <i>Is this course an approved upper division course associated with a baccalaureate program at the college (CB27) This is required for all courses even if they are not approved for Distance Education</i></p>	
<p>11) Level prior to college transfer level. <i>(Choose Not Applicable unless this is an English, writing, ESL, reading and mathematics courses only) (CB21) This is required for all courses even if they are not approved for Distance Education</i></p>	