

CREATION OF A NEW COURSE

Preliminary Curriculum Proposal

This document is intended to help you develop your curriculum, and determine the information you will need to know before you enter data into WebCMS – Pasadena City College’s Course Management System.

Please follow these steps to complete your course proposal:

Step 1: Contact your division C&I representative

- Your division rep can help you determine where the proposal fits into the C&I Course Modification Rubric to support student success, and will inform you about the deadlines for the proposal.

Step 2: Contact the following people (if it is pertinent to your proposal)

- If this proposal involves creating a course that you want to be UC/CSU transferable (numbered 1 – 99), please contact the Articulation Officer, Ana Ogaz at ext. 3042 or at arogaz@pasadena.edu.
- If this proposal involves creating a CareerTech Certificate of Achievement or a course that is part of a Certificate of Achievement, please contact the CareerTech Dean, Salomon Davila at ext. 7682 or at sgdavila@pasadena.edu.
- If this proposal involves modifying a course to add the Distance Education format (hybrid OR online), please contact your school Dean and C&I Representative first. If you need more assistance about the C&I process for online/hybrid courses, you can contact the Interim Associate Dean of the Distance Education Department, Katie Datko at ext. 7067 or cadatko@pasadena.edu.
- If this proposal includes a prerequisite, corequisite, or recommended preparation, you will need to validate the prerequisite. Please contact the Office of Institutional Effectiveness at ext. 7759.
- Visit the C&I resources webpage: <http://www.pasadena.edu/educationalservices/candi/resources.cfm>
- If you have technical questions, please contact Elizabeth Wood at ext. 7171 or ekwood@pasadena.edu.

Step 3: Complete and submit the following form before the Preliminary Proposal deadline.

Ask your division C&I rep for the deadlines that pertain to your proposal.

Step 4: Technical Review

The proposal will undergo two levels of review that may require more work to be done on your proposal.

Step 5: Enter Course information into WebCMS. (webcms.pasadena.edu)

Since there may be many changes required during the technical review process, do NOT begin working in WebCMS until you have received feedback from your division C&I rep and the C&I Technical Review subcommittee. The course needs to go through 8 levels of review in WebCMS *before* the deadline, so be sure to enter your data into WebCMS ASAP but *after receiving feedback from your C&I division representative and the C&I Technical Review subcommittee*.

Step 6: Final Review by the entire C&I committee

Fill out the C&I Signature Page; your division C&I rep will submit it before the C&I committee does the final review.

Complete the Light Gray boxes on this form.

Proposal Author	
Subject Code and Course Number (i.e., LIB 010)	
Division	
Please summarize the need/purpose/reason for this proposal¹	
EMP Number²	
Titles of Certificates affected by this proposal <i>(WebCMS calls these Programs)</i>	
Courses for which this is a prerequisite	
	Proposed Course Outline of Record <i>(ALL Fields are required unless otherwise noted in the left column.)</i>
CURRICULUM	
Course Title	
SLOs³ (Student Learning Outcomes) <i>Please number the SLOs.</i>	
SPOs⁴ (Student Performance Objectives) <i>Please number the SPOs as they relate to the SLOs. For example, if there are three SPOs that support SLO 1, they should be labeled 1a, 1b, 1c.</i>	
CCOs⁵ (Course Content Outline) <i>For a SCIENCE lab, please separate the lecture CCOs from the lab CCOs</i>	
Methods of Instruction⁶	

Methods of Evaluation of Student Performance⁷			
Assignments⁸			
TECHNICAL DETAILS			
Catalog Description			
Prerequisite(s)⁹ <i>Completion of Prerequisite Validation Form (Form B) is required for each prerequisite</i>			
Corequisite(s)¹⁰ <i>Completion of Prerequisite Validation Form (Form B) is required for each corequisite</i>			
Recommended Preparation¹¹ <i>Completion of Prerequisite Validation Form (Form B) is required for each recommended preparation</i>			
Limitation on Enrollment¹² <i>Completion of Limitation on Enrollment (Form A) is required</i>			
Units¹³ <i>This does NOT apply to Non-credit courses.</i>			
Number of Contact Hours per Semester¹⁴	Lec:	Lab:	Activity:
	TBA Lec:	TBA Lab:	TBA Activity:
Instructional Activities associated with TBA <i>Complete this section ONLY if the course has a TBA component.</i>			
	Number of times:		
	Reason for Repeatability:		

Repeatability¹⁵ <i>Please place an "X" by the appropriate option</i> <i>The repeatable restrictions for credit courses do not apply to Non-Credit courses. ONLY non-credit courses can be repeated an unlimited number of times.</i>	Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree	
	Intercollegiate Athletics	
	Intercollegiate academic or vocational competition	
	If one or more of the above boxes are checked, please explain the reason, and be prepared to submit paperwork to support the choice when the proposal is submitted:	
Methods of Delivery¹⁶ <i>Please place an "X" by the appropriate options</i> <i>Completion of Form D is required if requesting the option to deliver the course in a hybrid or online format</i>	Face-to-Face	ITV
	Hybrid ¹⁷	Online ¹⁸
Maximum Class Size (NCN)¹⁹		
Minimum Qualifications (Discipline)²⁰		
Semester of First Offering²¹	Summer 2015	
Grading Option <i>Please place an "X" by the appropriate option</i>	GC - Credit course taken for grade or pass/no pass	
	GR - Credit course taken for letter grade only	
	CR - Credit course taken for pass/no pass	
	CE - Credit by Exam	
	NC - Non-Credit Course	
	NG - Non-Graded Credit Course	
COURSE APPLICABILITY, TRANSFER, AND ARTICULATION		
Purpose of Course (check all that apply)²² <i>If the course is currently transferable, please contact the Articulation Officer, Ana Ogaz at ext. 3042 as soon as possible to discuss the modifications.</i> <i>If the course is part of a CareerTech Certificate, please contact the</i>	Aligns with C-ID Descriptor	<i>Please replace this text with the C-ID Course and Number, such as "BIOL 190"</i>
	AA-T/AS-T requirement	<i>Please replace this text with the name of the AA-T or AS-T that this course is required for, such as "AS-T in Geology"</i>
	UC Transferable	
	IGETC Area	<i>Please replace this text with the IGETC Area Number, such as "Area 3"</i>
	CSU GE Breadth Area	<i>Please replace this text with the CSU GE Breadth Area, such as "Area B"</i>

CareerTech Dean, Salomon Davila at ext. 7682 as soon as possible to discuss the modifications.	Gen Ed. Local AA degree	Please replace this text with the Local AA degree General Education area, such as "Area D"
	AA/AS Diversity Requirement in:	
	Global Studies	Ethnic & Gender Studies
	Other:	Please replace this text with the "Other" requirement
	CareerTech Certificate:	Please replace this text with the Name of the Certificate(s) that includes this course
Non-Credit Certificate:	Please replace this text with the Name of the Certificate(s) that includes this course	
Non-Credit Adult High School Diploma		
REPRESENTATIVE TEXTBOOKS OR OTHER MATERIALS²³ (You do not NEED to enter information for all five books, but you are welcome to.)		
Book 1	Author	
	Title	
	Publisher	
	Date of Publication	
	Edition	
Book 2	Author	
	Title	
	Publisher	
	Date of Publication	
	Edition	
Book 3	Author	
	Title	
	Publisher	
	Date of Publication	
	Edition	
Book 4	Author	
	Title	
	Publisher	
	Date of Publication	
	Edition	
Book 5	Author	
	Title	
	Publisher	
	Date of Publication	
	Edition	

Other Materials and/or supplies required of students			
RESOURCES & DEPARTMENT PLANNING			
Additional Resources Needed			
Facilities Needed to Teach this Course			
Equipment Needed to Teach this Course			
PROGRAM APPLICABILITY²⁴			
Program Information <i>Please place an "X" by the appropriate option</i>	<input type="checkbox"/>	In an approved program	
	<input type="checkbox"/>	Part of a new program	
	<input type="checkbox"/>	Not part of an approved program	
Program Category <i>Please place an "X" by the appropriate option</i>	<input type="checkbox"/>	General Education	
	<input type="checkbox"/>	CareerTech Program	
	<input type="checkbox"/>	Noncredit Program	
TOP Code Information <i>To be provided by the CareerTech Dean</i>	Program Title – TOP Code		
SAM Code <i>Please place an "X" by the appropriate option</i> <i>To be provided by the CareerTech Dean</i>	<input type="checkbox"/>	A	Apprenticeship Course
	<input type="checkbox"/>	B	Advanced Occupational
	<input type="checkbox"/>	C	Clearly Occupational
	<input type="checkbox"/>	D	Possibly Occupational
	<input type="checkbox"/>	E	Non-occupational
Funding Category <i>Only for Non-Credit courses</i> <i>Please place an "X" by the appropriate option</i>	<input type="checkbox"/>	A	English as a Second Language
	<input type="checkbox"/>	B	Immigrant Education
	<input type="checkbox"/>	C	Elementary & Secondary Education
	<input type="checkbox"/>	D	Health & Safety Education
	<input type="checkbox"/>	E	Education Programs for Persons with Substantial Disabilities
	<input type="checkbox"/>	F	Parenting Education
	<input type="checkbox"/>	G	Family & Consumer Sciences
	<input type="checkbox"/>	H	Education Programs for Older Adults
	<input type="checkbox"/>	I	Short-term Vocational Programs with High Employment Potential

Definitions and Hints

¹ Specify why the curriculum proposal is necessary, using complete sentences. If appropriate, include data and/or information from your program review process to support the need for this proposal. Include a summary of the changes, e.g., SLOs, SPOs, catalog description.

² EMP Number & Descriptor: Educational Master Plan & Descriptors can be found at: <http://pccproject90.org>

³ SLOs (Student Learning Outcomes): Overarching items that students will be able to achieve by taking this class. SLOs need to be broad enough to encompass the large themes of the course, yet specific enough to be assessed. SLOs will be assessed to determine if desired outcomes are being achieved, and will guide faculty in determining what changes need to be made to the course.

⁴ SPOs (Student Performance Objectives): Broad objectives of the course that students need to learn along the way to achieving the SLOs. Some people find it helpful to think of the SPOs as the broad concepts that students would be tested on in an exam. All SPOs should support SLOs.

⁵ CCOs (Course Content Outline): Details the topics that will be taught in the class. An outline format is typically used with major and minor headings. This list should be comprehensive and should contain all the topics that will be covered in EVERY class offering of this course.

⁶ Methods of Instruction: Methods used to teach material to students. The methods should describe what the **students** will be doing and experiencing, not only with the instructor but with other students and their environment, as well. The methods of instruction must effectively teach critical thinking. The themes established by the SPOs must be integrated into methods of instruction and evaluation. (i.e., In-class performances of selected dramatic texts followed by instructor-guided interpretation and analysis.) For examples, please refer to [*The Course Outline of Record: A Curriculum Reference Guide*](#), pp. 30 -- 33.

⁷ Methods of Evaluation of Student Performance: Methods used to evaluate whether students have learned the material. Options include (but are not limited to): Essay, Exam, Field Work, Journal, Lab Report, Performance, Presentation. For examples, please refer to [*The Course Outline of Record: A Curriculum Reference Guide*](#), pp. 34 -- 36.

⁸ Assignments: Provide 2 or more assignments, **as they would be given to students**. The assignments should be representative of the level of achievement and rigor required from students in this course. For examples, please refer to [*The Course Outline of Record: A Curriculum Reference Guide*](#), pp. 37 – 39.

⁹ Prerequisite(s): (**COMPLETION OF FORM B IS REQUIRED**) Coursework or skills that have been demonstrated to be necessary for most students to be successful in a course. Prerequisites **within the same program** must be validated by a content review, equivalent prerequisites at UC and/or CSU, legal codes mandating the requisite, or data collection and analysis. Placing a prerequisite **of communication or computation skills** on a course outside of those programs requires a statistical review of “data collected using sound research practices” to show the necessity of the prerequisite and that the prerequisite will not disproportionately impact any specific student group.

¹⁰ Corequisite(s): (**COMPLETION OF FORM B IS REQUIRED**) A course, or courses, that must be taken concurrently with the course containing the corequisite. Corequisites **within the same program** must be

validated by a content review, equivalent prerequisites at UC and/or CSU, legal codes mandating the requisite, or data collection and analysis. Placing a corequisite **of communication or computation skills** on a course outside of those programs requires a statistical review of “data collected using sound research practices” to show the necessity of the corequisite and that the corequisite will not disproportionately impact any specific student group.

¹¹ Recommended Preparation: (**COMPLETION OF FORM B IS REQUIRED**) Coursework or skills which are either necessary but are unlikely to be obtained by other means or, while not necessary, would broaden or enhance student learning but are not fundamental to student success. Recommended Preparation courses (aka advisories) **within the same program** must be validated by a content review, equivalent prerequisites at UC and/or CSU, legal codes mandating the requisite, or data collection and analysis. Placing an advisory **of communication or computation skills** on a course outside of those programs requires a statistical review of “data collected using sound research practices” to show the necessity of the advisory.

¹² Limitation on Enrollment: There is a special condition for entry into a course, beyond mastery of a body of knowledge. Examples include auditions, and eligibility standards set by the Commission on Athletics.

¹³ Units: Units of credit are based on 1 unit of credit per 1 hour of **lecture per week** (plus 2 hours per week of outside class independent study); 1 unit of credit per three hours of **activity or lab per week**.

¹⁴ Number of Contact Hours per Semester: To earn 1 unit of credit, a student needs to have 54 contact hours per semester with the class material. A few examples...

For a 3-unit lecture class: 1 hour of a lecture per week + 2 hours of homework per week = 3 hours per week, over 18 weeks (the standard number of weeks used for the calculation by all community colleges) = 54 contact hours per semester. NOTE: “Lecture” means that for every 1 hour of contact with the material in the classroom, the student will have an additional 2 hours of contact with the material, usually in the way of homework, outside of the classroom.

For a 1-unit lab class: 3 hours of lab per week + 0 hours of homework per week = 3 hours per week over 18 weeks = 54 contact hours per semester. NOTE: “Lab” means that the student has all (or almost all) of the contact time with the material in the lab environment.

¹⁵ Repeatability: Refers to the number of times a student may repeat a course after successfully passing the course. In general, credit courses may NOT be repeated. (For specific instances when a course may be repeated, please refer to the Course Repetition Guidelines put out by the Chancellor’s Office.) Repeatability does NOT refer to the ability of a student to repeat a course because of a substandard grade or a lapse of time since the student took the course.

¹⁶ Methods of Delivery: If this proposal is requesting the option to teach the class in a Hybrid OR Online format, **COMPLETION OF FORM D IS REQUIRED**. However, a NEW course must be taught FACE-to-FACE at least once before you may submit a FORM D to teach the course in a distance education format.

¹⁷ Hybrid: (**COMPLETION OF FORM D IS REQUIRED**) A blend of Face-to-Face and On-line Instruction.

¹⁸ Online: (**COMPLETION OF FORM D IS REQUIRED**) 100% of Instruction is online. No face-to-face requirement for students to come to campus.

¹⁹ Maximum Class Size (NCN): The maximum number of students that this course can be offered to in a pedagogically effective manner. It is NOT based on transient factors like the number of seats or work-stations in a given room.

²⁰ Minimum Qualifications (Discipline): The minimum qualifications an instructor needs to teach this course. Check with Human Resources or the Curriculum Specialist for clarification.

²¹ Semester of First Offering: Course modifications approved in a calendar year will be effective in the summer semester of the following year. (That is, a course approved in Spring of 2014 will be effective in Summer 2015.) Adding a Distance Education component will be effective the following full semester.

²² Purpose of Course: If you are creating a course that you want to be UC or CSU Transferable, you MUST contact the Articulation Officer or Specialist to complete the Transfer Approval Form.

²³ Representative Textbooks and Other Materials: Textbooks should be representative texts that could be used in the course. It is understood that the instructor in a given section may choose a different text. **Textbooks should be no more than 7 years old**, unless the textbook is considered a classic in the field. A lab manual is required to be listed for a transferable laboratory science class. You do not need to enter 5 textbooks.

²⁴ All courses must be applicable to either an academic, CareerTech, or noncredit program.