

## **RCSJ Pre-Curriculum Council Program and Course Proposals, and Program and Course Content Revision Requirements, excluding Course and Program Transfers**



When the faculty sponsor's department is comprised of a minimum of two other full-time faculty:

- 1) Faculty sponsors must submit the proposed course/program materials to at least two full-time faculty members in the same department at either campus.
- 2) These two faculty members who receive the new course/program materials will sign the course/program form. Academic Services will soon provide the updated program and course forms (with placeholders for the pre-reviewer(s) signature(s)).



When the faculty sponsor's department is not comprised of a minimum of two other full-time faculty:

- 1) Faculty sponsors must submit the proposed course materials to at least two additional faculty members from either campus.
  - a) At least one full-time faculty member in a related discipline at RCSJ must be included. Full-time faculty members from either campus within the sponsor's department should be given priority.
  - b) Faculty may include adjunct instructors from either campus in the sponsor's department.



When external requirements dictate that non-faculty make curriculum proposals:

- 1) Course sponsors must submit the proposed course materials to at least two additional faculty members.
  - a. At least one full-time faculty member from either campus in an Academic Division must be included.
  - b. Faculty may include adjunct instructors from either campus in the sponsor's Academic Division.

## **RCSJ Guidelines for Faculty Pre-Reviewing the Course/Program**

### **Directions for Faculty Sponsor:**

Please provide your Faculty Pre-Reviewer(s) with all necessary course/program materials, including the Course/Program Description, Topical Outline, and Student Learning Outcomes. Also, communicate the proposed course/program revision/addition to all stakeholders affected by these changes.

### **Directions for Faculty Pre-Reviewer:**

Please review the questions below and discuss your answers with the Faculty Sponsor. Base responses on your professional and academic expertise. At this stage, there is no need to focus on pragmatic considerations, such as funding or transfer, or technicalities, such as punctuation or typographical errors. Instead, please focus your review on the relevance, rigor, and thoroughness of the course content included in the proposal. Provide any supporting documentation or research you believe would assist the Curriculum Committee in its process.

#### **Discuss the following questions with the Faculty Sponsor:**

- 1) Does the course proposal cover a worthwhile topic within its content area?
- 2) Does the course proposal reflect relevant and current research, trends, or other information pertinent to the topic?
- 3) Do you recommend adding, omitting, or reconsidering any content in the topical outline?
- 4) Do you recommend any adjustments to the methodology or course structure?
- 5) Is there anything else the Curriculum Committee should know about this course proposal as it weighs whether to approve it?

**Then, sign the course/program form provided to you by the Faculty Sponsor.**