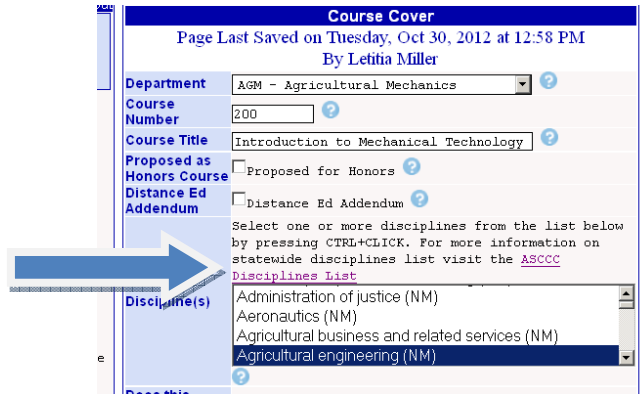


Most Common Technical Review Comments in CurricUNET Course Proposals

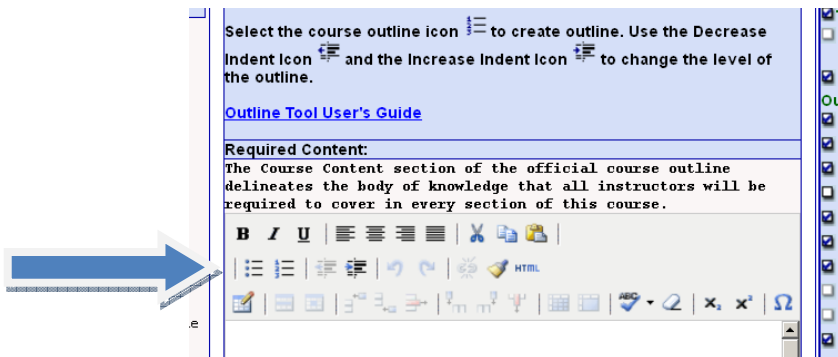
1. **Comment:** No discipline(s) is selected on the cover page.

1. **Solution:** There is a link to the minimum qualifications document so you may select the appropriate discipline(s).



2. **Comment:** Content sections are not formatted with Outline Tool.

1. **Solution:** There is an Outline Tool guide that explains the outline icon.



3. **Comment:** Methods of instruction include assignments.

1. **Solution:** Remember that on the old paper outlines, the methods of instruction heading included two subheadings: methods of instruction and typical assignments. When Governet personnel entered the data, the assignments were placed in the methods of instruction field. Be sure to verify that the assignments are placed in assignments field and not in methods of instruction.

4. **Comment:** Justification for outdated text is not included.

1. **Solution:** If a text is over 5 years old, justification for the text needs to be included.

5. **Comment:** Assignments section does not include at least three or four examples of typical assignments and/or exam questions.
 1. **Solution:** The critical thinking section should include more than one example.
6. **Comment:** Requisite skills are not matched to any goals.
 1. **Solution:** Requisite skills need to be matched to at least one goal from course(s) listed in the requisites/limitation on enrollment section.
7. **Comment:** General Education/Transfer requests do not meet criteria for GE consideration.
 1. **Solution:** Conducting an ASSIST search will enable course author to find colleges that have similar courses with the GE, or find that the GE request is not appropriate. GE Review Guidelines may also be reviewed. Check the guidelines on the MJC Curriculum Website. There is a link in CurricUNET.