**Overview and Principles of Effective Practices**

There may need to be review by other disciplines, departments or colleges in a district. Many colleges have the practice of requesting discussion between disciplines or departments if a course might be seen as encroaching on more than one discipline (e.g. both the Theater Arts and Mass Communications departments might be consulted before a Film Studies course is approved).

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**Differentiating Courses**

Course outlines of record should be created with other courses in mind, particularly when similarities exist among them. When a course is part of a sequence, great care should be taken in the development process to show the progression of rigor in the sequence of courses or the different objectives, content, or outcomes that make the course different from others and an essential part of a program. For non-sequential but similar courses, similar steps should be taken to ensure non-duplication of coursework that may confuse students and dilute student demand. Areas on a COR that provide opportunity for clear distinctions to be made among courses include the description, the objectives, core content, examples of assignments, and student learning outcomes.

*The Course Outline of Record: A Curriculum Reference Guide Revisited Spring 2017  
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**MJC Curriculum Review Process**

Step 3

- Conduct appropriate content reviews **leaving sufficient time to collaborate** with Department, Division or **inter-division faculty** or the Research Office.
- Review program outcomes to assure they are designed with appropriate breadth, depth, and rigor to meet general education, transfer or employment standards.

*Overview of the MJC Curriculum Review Process  
Modesto Junior College  
http://www.mjc.edu/governance/curriculum/documents/manual/mjccurriculumreviewprocess_09_23_08.pdf*

**CCSF Content Overlap Procedures**