

Modesto Junior College Curriculum Review Process

Title 5 and Accreditation Standards mandate periodic curriculum review. In order to meet the requirements, each college department will examine its course offerings and degree patterns every five (5) years to assure that Modesto Junior College is meeting the accreditation standards.

Procedure for departmental curriculum review:

1. According to the college curriculum review cycle, review, revise and update all course outlines of record to meet current curriculum standards assuring that there are measurable student learning outcomes for every course.
2. Review and update prerequisites, corequisites, advisories, and limitations on enrollment.
3. Indicate methods to assure that students achieve the stated learning outcomes for courses regardless of instructor, location, or method of delivery.
4. For departments offering degrees and certificates, review program outcomes to assure that they are designed with the appropriate breadth, depth, and rigor to meet general education, transfer, or employment standards.
5. Review the sequencing of classes to assure that there is a logical progression from one course in the sequence to another.
6. Review offerings to assure that the student can complete the program in an appropriate length of time (2 to 3 years typically).
7. Review textbooks to ensure currency of text content as well as the text edition as textbooks are central to establishing GE, course to course, and C-ID articulation.
8. If transferable, compare courses with courses at transfer institutions and update articulation agreements. The college has set up a five-year curriculum review cycle for all departments on campus. It may be found on the MJC Curriculum Website, <http://www.mjc.edu/governance/curriculum/>

Countdown to Curriculum Review

Below is a guideline to assist in the curriculum review process. As every discipline is different, the timeline is only meant as a suggested guide; some activities occur independently, and others may be completed simultaneously. Conferring with the Dean, Curriculum Representative and faculty within your own discipline is recommended to develop an applicable timeline for your subject.

Step 1

- Determine curriculum review plan including timelines for course and program review activities.
- Review existing active courses to compile list of courses to be reviewed and order in which they will be reviewed.
- Assign courses to available full-time faculty for review.
- Partner with any part-time faculty necessary to obtain their input.
- Use YCCD login information when logging into eLumen. New full-time faculty must contact the Instruction Office Curriculum Process Specialist, Heather Townsend, to be entered into the eLumen system and given faculty author rights for their discipline(s).
- Attend eLumen training during flex days or during the semester. A workshop request form is located on the MJC Curriculum Committee website.

Step 2

- Review one representative course in conjunction with Curriculum Co-Chair(s) or representatives to check on the Cover, Course Coding, Units, Requisites, Specifications, Learning Outcomes, Content, Distance Education, and the Checkoff List tabs plus completion of necessary supplements. Important links such as the Content Overlap Process and Standard Unit Review Process can be found here:
https://www.mjc.edu/governance/curriculum/cc_resolutions_academic_senate.php
- Validate labor market relevance (required every two years for vocational programs).
- For courses numbered 100-299 or activities courses, use prod.assist.org to research course and major articulation agreements at CSU and UC to explore how the course does or should transfer CCC courses should have the capacity to transfer as more than generic elective credit.
- Review existing articulation agreements and associated paperwork; update as needed.
Articulation Resources
- Contact [Letitia Senechal](#), Articulation Officer, for information.

Step 3

- Conduct appropriate content reviews leaving sufficient time to collaborate with Department, School 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.
- Collaborate with Department colleagues on subject matter and related issues as they arise.

Step 4

- Review/revise degree and certificate patterns where appropriate. When course title, prefix, or number change, ensure that the degree and/or certificate the course is attached to is revised in eLumen and submitted into the approval stream. Faculty should recognize that certain changes to courses will require updating of degrees and/or certificates outside of their discipline. Collaboration/communication with the Instruction Office Team and other faculty is encouraged to facilitate timely updating of all affected awards.
- Review sequencing of classes to assure that there is a logical progression from one course to another.
- Review degree programs for completion within (typically) two years.

Step 5

- Continue course-by-course review and submit each updated course to Curriculum Representative for Primary Review and approvals and Technical Review via eLumen.
- Make changes indicated during Primary and/or Technical Reviews.
- Check with Curriculum Co-Chair(s) that all courses have been technically reviewed and sent to the agenda-building stage.

Date of Curriculum Review

Full-time Departmental faculty attend a designated curriculum meeting to describe course and program review specifics, answer questions from committee members, and make changes identified during meeting. It is highly recommended the appropriate School Dean also attends the designated curriculum meeting.

Subsequent Curriculum Meeting

Make any changes specified by the Curriculum Committee