Every course is required to be reviewed for currency every five years according regulations set forth in Title 5, the accreditation standards of the ACCJC, and program review policies, a process known as "periodic review." Furthermore, limitations on enrollment (prerequisites, corequisites, and advisories) for CTE courses must be reviewed every two years. As part of the review, faculty who possess minimum qualifications in the course's subject should review every aspect of the outline for currency, accuracy, and adherence to the various policies and regulations that govern curriculum development, both at the local and State level. The following is a list of outline items that are most frequently in need of review.

To initiate a review:
1. Log into ECD at ecd.laccd.edu. In most cases your username and password are the same as your campus email.
2. Select "Create/Edit/Reinstate" from the main menu, then "Update a course."
3. Select the subject and enter the number, then view results.
4. Select "Click here" in the final column to open a new ECD proposal. You are now ready to check each section as listed below.

MAKE A NOTE OF THE 5-DIGIT "ECD#." This will refer to the version that contains your changes. If you create another version, those changes will NOT be reflected in it. Also note: the approved version will remain as is until the new version is approved and entered by District staff. Until then, you can check the progress of your proposal as follows: From the main menu in ECD, click "Reports." Then select "ECDs In-process." Click the underlined "Course" link in the top row to organize the list by course. Scroll down to your course (noting the ECD# if there are multiple versions). In the "Status" column you will see the course's current location in the process.

ADVISORY NOTE: SAVE THE OUTLINE TO YOUR INBOX AT THE END OF EACH SECTION.

SECTION I
- ☑ If the course lists TBA hours, they must be listed in both the Catalog and Schedule descriptions, and a TBA addendum must be attached to Section VIII.
- ☑ Limitations on enrollment (prerequisites, corequisites, and advisories) must be listed accurately, particularly with respect to their combination using "and" or "or." Courses that are intended for transfer, GE credit, or C-ID must also match limitations on enrollment with those of their transfer institution counterparts.
- ☑ If any limitation on enrollment is listed, a complete LE form (for each one) must be attached to the outline in Section VIII.

SECTION II
- ☑ The content and objectives must be up-to-date and accurate. Faculty are encouraged to take into account the content and objectives shown in C-ID descriptors and CSU/UC outlines of parallel courses (if applicable) to insure proper transferability, GE credit, and/or articulation.
- ☑ In the bottom-most cell of the course objectives, the following link to the SLO website must be added on a new line: "Student Learning Outcomes (SLO) for this course can be viewed at http://www.lahc.edu/facultystaff/slo/courseassessment.html"
- ☑ Textbooks/materials listed must be published within five years of the current date (the more recent, the better) or they may not be deemed acceptable for transfer, GE, or C-ID.
- ☑ Methods of Instruction and Evaluation must take into consideration transferability, GE, and C-ID, as well. NOTE: these must be identical for both traditional and distance education. DE equivalents, if applicable, are to be identified by attaching a complete DE form to Section VIII.
- ☑ Reading, writing, and outside-of-class (homework) assignments must demonstrate an appropriate degree of rigor, especially for transferable courses.
- ☑ Writing assignments should be listed in the form of prompts given to the student (not a list of assignment types).

SECTION III
- ☑ Check all programs for which the course is a core requirement or elective. NOTE: the list is long and the wording of some programs put them out of alphabetical order from what might be expected, so scroll through the whole list. Check the catalog to confirm the course is part of the indicated program(s).

☑ Identify any areas of the GE plans A or B (used for associate degrees only) that the course might fulfill. This is often overlooked, but may drastically affect enrollment in the course. Provide a brief justification for how the course fulfills the area.

SECTION IV

☑ If the course not transferable, but should be, select "Request" (not "yes") for the UC transferable item, and/or "Yes" for the CSU transferable item. UC transferability is determined by the UC twice a year, which results being posted several months later.

☑ If the course meets the criteria for CSU GE or IGETC credit, select the area(s) that should be requested, and provide a justification for each one. Note: in order for the course to be eligible, it must also be transferable.

☑ These elements may not be published in the catalog or schedule until they have been approved.

SECTION V

☑ Most of the items in this area are populated automatically. However, the Taxonomy of Programs (TOP) code must match the subject and Student Accountability Model (SAM) codes, as well as other factors, and vice versa. Seek the advice of the Curriculum Committee Chair, your CC representative, and/or the Articulation Officer when changing these. Such changes will require District approval.

☑ Consider whether the following elements are listed accurately: degree status, credit basic skills, course for students with disabilities, cooperative education, and course classification. These fields also are inter-related and often affect Sections III and IV applicability.

SECTION VI

☑ Most of this section is populated automatically.

☑ Select the term on which each changed item will take effect.

SECTION VII

☑ Items 1 through 5 are not essential for course review. However, they may help your department plan. Enter "non-applicable" in each area, if that is the case.

SECTION VIII (Most frequently overlooked step)

☑ This is where **addenda are required**: Limitations on Enrollment, TBA, Honors, or DE forms MUST be attached if these factors are to be approved. If they are missing, the course will be sent back, even if the factor had previously been approved.

ADVISORY NOTE: CLICK "DOWNLOAD TO WORD" TO CREATE A BACKUP COPY BEFORE SUBMITTING THE OUTLINE.

SUBMISSION

☑ From within the outline, click the "Submission Options button," then/or from your Inbox, in the "Send to" column, click the link that appears. This will send it simultaneously to you Department Chair, Dean, and members of the technical review subcommittee, all of whom will check the outline for accuracy, format, and currency.

☑ If you see an error page, send an email to the CC Chair (kellerd@lahc.edu), who will forward the course manually.

APPROVAL

☑ If the outline has been submitted two or more weeks prior to a CC meeting, it will be reviewed at that meeting. If approved, it will be sent to the Academic Senate for approval. If approved there, it will go to the District.

☑ If a course proposes changes to District attributes, it will be posted for 20 business days, during which it may be challenged by another college. If this occurs, it will be reviewed by the District Curriculum Committee and/or the District Discipline Committee.

☑ If the course does not require posting, or it is approved after being challenged, it will be submitted for data entry

☑ The above process requires no less than two to three months.