

Questions to Consider about the COR:

- Has the discipline had a conversation about how to ensure that equity is visible in the COR as a priority? (Two more comprehensive resources you might consider: Glendale Community College's *Guide for Creating Equitable Curriculum*; Portland State University's *Culturally Responsive and Inclusive Curriculum Resources* which includes both general guiding questions and discipline specific resources)
- Do the course materials reflect multiple perspectives and contributions to the field, including those of scholars from previously minoritized groups as well as representative of RCCD's student population?
- Do methods of instruction and sample assignments offer opportunities for students to build on existing knowledge or experience as relevant to the class and provide opportunities to explore culturally relevant and inclusive texts and topics?
- Do methods of instruction and evaluation and sample assignments offer opportunities for students to develop and practice skills needed for later advanced academic tasks on which they will be evaluated?

COR Requirements to Check:

(See the [RCCD Curriculum Handbook](#) for complete information on developing a new course or modifying an existing course. **Below is a checklist of often-missed and misunderstood elements that can slow down approval processes** – this is not a comprehensive checklist; please see the handbook for complete process.)

- Curricunet COVER tab:
 - Use the rationale box to give a short explanation to curriculum reviewers of changes made (if a modification) or reason for the new or deleted course.
 - Make sure you've selected the discipline-appropriate TOPS code.
 - If the course is taught at more than one college, have discipline members across the district weighed in on the proposal and voted to approve?
 - If the course belongs to a single discipline but you want to enable it to be taught other disciplines, please select that discipline under cross-listed discipline. (This is not the same as a cross-listed course; that is a separate Curricunet tab. See next bullet.)
- Curricunet CROSS LISTED tab: If the course is cross-listed, please select the other discipline, and make sure that an identical version of this course is being launched/modified by that other discipline so the proposals go through together.
- Curricunet UNITS/HOURS tab:
 - Units/hours calculation:
 - 18 lecture hours requires 2x outside-of-class hours = 1 unit
 - 54 lab hours (typically no outside-of-class hours)* = 1 unit
 - CHECK your units and hours for accuracy with this formula:
(lecture hours + lab hours + outside-of-class hours) / 54 = units of class*
 - If hours don't match listed units, adjust.

