

III. COURSES: STANDARDS AND POLICIES

Overview

The following section contains standards and policies, established in Title 5 regulations and local policies, that are important in course development.

Course Outline of Record (COR)

As defined in Title 5 §55000, a course is “an organized pattern of instruction on a specified subject offered by a community college.” The course outline of record (COR) is the document that clearly lays out the expected content and learning objectives for a course regardless of any faculty member who teaches the course.

- The COR is a legal document that contains required elements outlined in §55002 of Title 5 including elements required by accreditation standards.
- The COR is a legal contract between the faculty, student, and the college.
- The COR establishes the content and rigor of a course and ensures consistency across all offerings of the course.
- The COR serves as the basis for articulation agreements.

To meet the requirements of Title 5 §55002 and accreditation standards, all courses have an official COR with the following components:

- Course title and discipline
- Units/hours
- Grading options
- Description
- Requisites
- Student learning outcomes
- Course objectives
- Course content
- Methods of instruction
- Methods of evaluation
- Reading and writing assignments
- Outside of class assignments
- Course materials

In addition, the State Chancellor’s Office requires the following Management Information System (MIS) data elements when the COR is submitted to the Chancellor’s Office:

- Taxonomy of Programs (TOP) code
- Credit status
- Transfer status
- Basic skills status
- Student Accountability Model (SAM) code (occupational status)
- Course classification code (CB11 – required by SB361 and AB1943)

DEVELOPING INTEGRATED COURSE OUTLINES

COURSE OBJECTIVES AND STUDENT LEARNING OUTCOMES (SLOS)

INTEGRATED COURSE OUTLINE: CONTENT, OBJECTIVES, AND SLOS

Course Content

A numbered list with *at least two levels* and at least *two entries per level*.

Course Objectives

Focused individual activities that usually relate to Course Content headings.

Student Learning Outcomes (SLOs)

Exit skills gained from executing *multiple course objective activities simultaneously*.

SAMPLE COURSE OUTLINE (EXCERPT)

MUS-82: Wind Symphony

COURSE CONTENT

C-ID Heading: Must include but are not limited to:

1. Rhythm
 - a. Playing together as an ensemble
 - b. Following a conductor as applicable
2. Intonation
 - a. Professional level reading and production of pitches
 - b. Tuning pitches and harmonies as an ensemble
3. Articulation
 - a. Professional level readings of markings
 - b. Matching articulation as an ensemble

COURSE OBJECTIVES

Required by the California Code of Regulations Title 5

C-ID Heading: At the conclusion of the course, the student should be able to:

Upon successful completion of the course, students should be able to demonstrate the following activities:

1. Play in time with a section and ensemble as directed by the conductor.
2. Play using correct pitches as indicated with accurate intonation.
3. Play with articulation, dynamics, phrasing, and expression as directed.

STUDENT LEARNING OUTCOMES

Required by The Accrediting Commission for Community and Junior Colleges (ACCJC)

Upon successful completion of the course, students should be able to demonstrate the following skills:

1. Perform wind symphony repertoire on a wind or percussion instrument.