Curriculum Review Procedure

Peralta Administrative Procedure (AP) 4020 states that "All programs, curriculum, and courses are reviewed on a three-year cycle through Program Review." In the case of Career Education (CE) curriculum, AP 4020 is superseded by Title 5, which requires that all CE courses and programs be reviewed every two years.

Review courses and programs to ensure their quality and integrity in accordance with five essential criteria established by the California Community Colleges Chancellor's Office: 1) Appropriateness to Mission, 2) Need, 3) Curriculum Standards, 4) Adequate Resources, and 5) Compliance.

Step-by-Step Instructions

1. Download the Curriculum Review Course Checklist and appropriate Curriculum Review Program Checklist from the Merritt College Curriculum website. Note that there are separate program checklists for ADT, interdisciplinary, CE, and non-CE programs.

2. For each course or program being reviewed, create an MC Course Modification or MC Program Modification proposal in CurriQunet.

   - Click the **Create Proposal** button in the upper righthand corner of the screen.
   - Select either the *MC Course Modification* or *MC Program Modification* proposal type from the dropdown menu.
   - Click the **Next** button at the bottom of the screen.
   - ***For course modifications:***
     - Select the appropriate *Subject* from the dropdown menu.
     - Click the **Search** button.
     - Select the course being reviewed in the search results.
   - ***For program modifications:***
     - Select the appropriate *Division* from the dropdown menu.
     - Select the appropriate *Department* from the dropdown menu.
     - Click the **Search** button.
     - Select the program being reviewed in the search results.
   - Click the **Next** button at the bottom of the screen.
   - Verify that the *Proposal Summary* is accurate.
   - Click the **Create Proposal** button at the bottom of the screen.

3. Starting with the *Cover* tab, examine and update each field in the proposal as needed, using the Course and Program Checklists as guidelines.

4. Answer "Yes" or "No" to the questions on the checklist. For each "No" response, indicate the specific update made either in the *List of Changes* tab for courses or at the end of the *Justification for Proposal* field (in the *Cover* tab) for programs.

5. Once all the tabs have been reviewed, the launch requirements indicated in the numbered boxes to the right of the relevant tabs should turn from orange to green.

6. Click the **Launch** button in the upper righthand corner of the screen.

If you have questions or would like assistance completing your curriculum review, please contact your Curriculum Committee liaison, Curriculum Specialist LaShaune Fitch, or Curriculum Committee Chair Nghiem Thai.