

**COURSE OUTLINE OF RECORD REVIEW**

ADOPTION: February 22, 2010

REVISED:

REFERENCES: Education Code 78015, 78016  
Board Policy 4008 Accreditation Standards II  
A.16

DVC Procedure 1016.01 Program Review

In order to ensure that all programs, and courses within programs, comply with Education Code and Regulations, Board Policy and accreditation standards, it is the responsibility of each discipline/department to regularly review course outlines of record to ensure currency and continuous improvement.

Each discipline/department determines the calendar year in which they will review their course outlines of record (referred to as 'Title 5 Rewrites') as recorded in the Curriculum Committee-approved six-year review schedule maintained by the Instruction Office). The discipline/department may request a change to this schedule, by submitting a written request to the Curriculum Committee by September 15. Any approved change will take effect during the following calendar year. Course outlines may be revised at any time, however, these revisions will not be considered 'Title 5 Rewrites', and they do not replace the required reviews as specified in the official six-year course review schedule.

If a discipline/department has not completed the scheduled 'Title 5 Rewrite(s)' according to the official six-year review schedule, the following will occur:

- A. The discipline/department will be excluded from the subsequent resource allocation process; and
- B. 1. The course(s) will be ineligible for inclusion in the subsequent summer and fall schedule unless the course has been approved by the Curriculum Committee.
2. If a course has still not completed the Curriculum Committee approval process by the end of the subsequent fall term, the course will be:
  - deleted as an active course from the Web Curriculum System (WCS)
  - removed from the next catalog
  - deleted from the Chancellor's Office Curriculum Inventory (COCI) by the Instruction Office.

If the discipline/department decides to reinstate the course, it must be submitted to the Curriculum Committee as a "new" course and follow all required procedures.

DVC Procedure 4001.07

**COURSE UPDATE COMPLIANCE OUTLINE OF RECORD REVIEW**

ADOPTION: February 22, 2010

REVISED:

REFERENCES: Education Code 78015, 78016

Board Policy 4008

Accreditation Standards II

A.16

[DVC Procedure 1016.01 Program Review](#)

In order to ensure that all programs, and courses within programs, comply with [State Law Education Code and Regulations](#), Board Policy and [the accreditation standards of the ACCJC](#), it is the responsibility of each [discipline area](#)/department to regularly [update review](#) course outlines of record to ensure currency and continuous improvement.

Each [area/discipline](#)/department determines the [academic calendar](#) year in which they will [update review](#) their course outlines of record (referred to as 'Title 5 Rewrites') [according to their course update, as recorded in the Curriculum Committee-approved five six-year calendar review schedule \(that is kept on file in maintained by the Instruction Office\)](#). ~~If the~~ [area/discipline](#)/department ~~wants to make~~ [may request](#) a change to this ~~calendar schedule, by~~ [submitting](#) a written request ~~needs to go to~~ the Curriculum Committee by September 15. ~~Any approved change will take effect during the following calendar year, of the academic year for the requested change. Note that course outlines may be revised at any time, can be updated on a time frame other than as specified in the course update calendar, however, these updates-revisions will not be considered 'Title 5 Rewrites', nor will and they do not replace the updates-required reviews as specified in the official six-year course update review schedule calendar.~~

If an [area/discipline](#)/department has not completed the ~~planned-scheduled~~ 'Title 5 Rewrite(s)' ~~by the deadlines required by the Curriculum Committee for the assigned academic year according to the official six-year review schedule, the following will occur:~~

A. The discipline/department will be excluded from the subsequent resource allocation process; and

B. 1. ~~The~~ course(s) will be ~~removed from the~~ ineligible for inclusion in the subsequent summer and Fall schedule ~~by the Instruction Office, unless the course has been approved by the Curriculum Committee.~~

2. If a course has still not completed the Curriculum Committee approval ~~procedure-~~ process by the end of the ~~subsequent Fall semester term, the course will be:-~~

- o ~~the course will be deleted by the Instruction Office from the as an active course from the Web Curriculum System (WCS) and~~
- o ~~removed from the next catalog~~
- o ~~deleted from the Chancellor's Office Curriculum Inventory (COCI) by the Instruction Office.~~

If the [area/discipline](#)/department ~~wants-~~ decides to reinstate the course, it must be submitted to the Curriculum Committee as a "new" course and follow ~~these all~~ required procedures.

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