

Updating Courses for Program Review

Make sure all Course Outlines of Record in META have been completed, corrected, and updated within the past two years. Add the Department Chair and Curriculum Representative as co-contributors to course revisions.

When providing a rationale for program review course updates, put “Program Review Update” in the rationale field if the changes are [non-substantial](#). For [substantial](#) changes, please provide additional rationale for the significance of revisions.

Usually updates are non-substantial (often just change of verbiage) of the following:

- Catalog Description
- Units/Hours
- Course Objectives
- Course Content
- Methods of Evaluation
- Appropriate Texts
- Sample Assignments
- Student Learning Outcomes (SLO)
- Minimum Qualification
- Requisites & Advisories

You may review the [Quick Guide for Curriculum Representatives](#), as it contains pertinent information regarding what is expected in each field of a course outline.

For assistance, please contact, in this order:

- [Your Curriculum Representative](#)
- [Rachel Demski](#), Curriculum Specialist
- [Dana Nasser](#), Curriculum Committee Chair
- [Jason Beardsley](#), Curriculum Committee Vice Chair