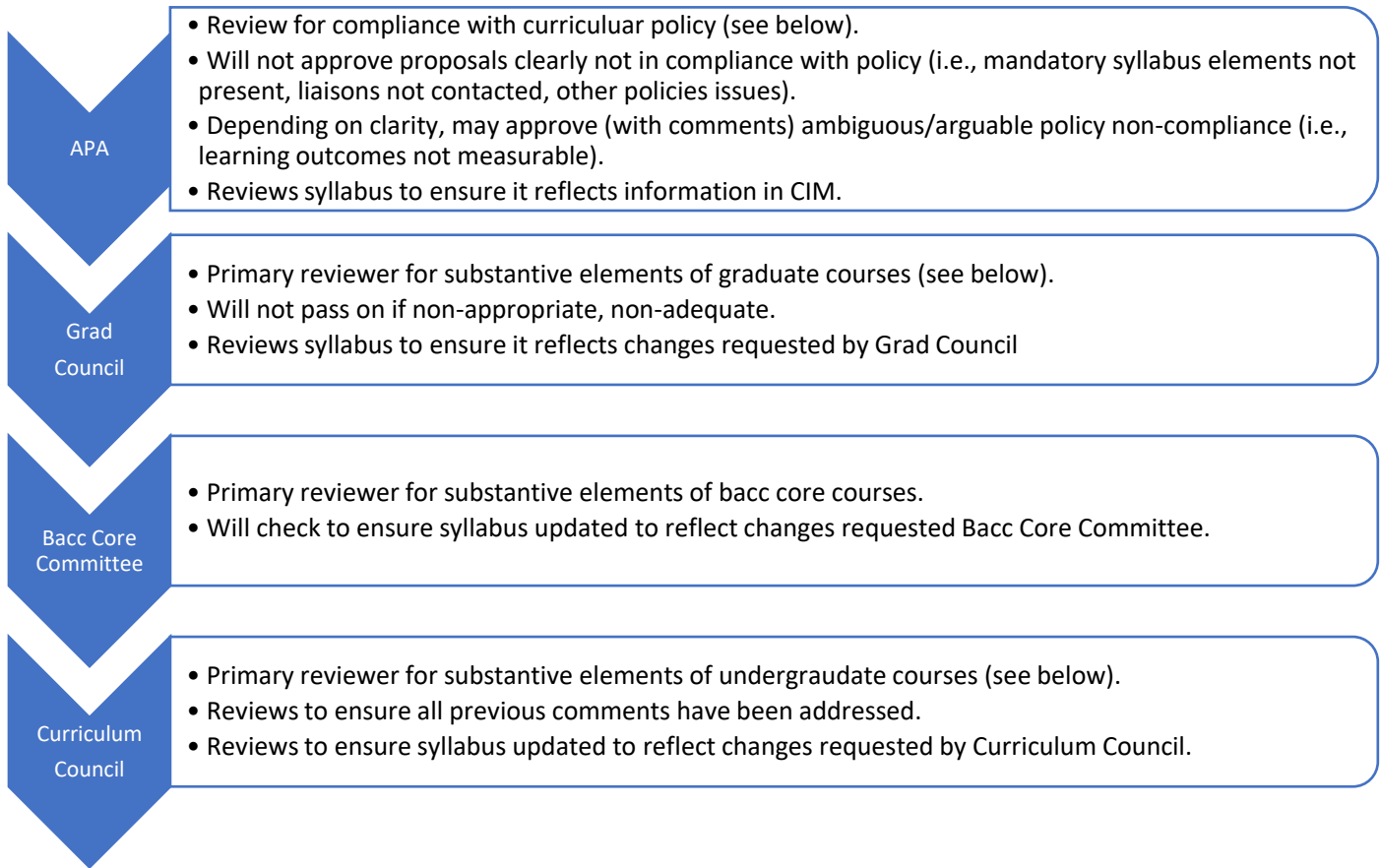


## COURSE REVIEW PROCESS AND RESPONSIBILITIES



# APA's CHECKLIST FOR REVIEWING A COURSE PROPOSAL (NON-EXPEDITED CAT II PROPOSAL)

LAST REVISION 12/21

New Proposal

Course Change Proposal

Ensuring the Course Number aligns with [course number policy](#) and checking if there is a need for a course inactivation proposal to

Ensuring changes are not too substantial that might implicate [course repeat policy](#)

1. Ensuring **Effective Term** aligns with the [Catalog year policy](#)

2. Ensuring **Justification** has the 'What' & 'Why' information

3. Checking the number of **Liaisons** meets [liaison policy](#): at least 3 Academic Liaisons; one of which must be outside of the College associated with the originating academic unit

4. Ensuring the completeness of Course Information. For example:

- Assigning **CIP code**: same CIP code as the academic program associated with
- Ensuring the **Schedule Type** matches with the **Credits Type** (Fixed Credits vs Range of Credits)
- Ensuring the **Grade Mode** is A-F if it's for Regular Courses and S/U as Alternative Grade mode
- Ensuring the **crosslisting, slashlisting and honors** relationship are filled-up correctly

5. Ensuring the **Course Description** meets the [course description policy](#)

6. Ensuring the **Prerequisites and Corequisites** meet the [prerequisite policy](#) and they exist in Catalog or currently being submitted in CIM proposal. Ensuring no information missing in the Prerequisite Table

7. For a **Bacc Core** course, ensure the following:

- Bacc Core committee is in the curricular review workflow
- The Category Learning Outcomes fields have been filled-up.
- Unique syllabus is attached for each location and/or modality

Note: APA doesn't ensure that the Category LOs and assessment criteria fulfil the standard set by Bacc Core/WIC committee

8. Ensuring the **Learning Outcomes** are measurable and follow Bloom's Taxonomy as per [learning outcomes policy](#). For slashlisted course, ensuring additional LOs are listed.

9. Ensuring the **Course Calendar** has information on weekly course calendar

10. Ensuring the **Students Performance Evaluation** lists assessment breakdown (either in points or percentage) and a clear grading scale

11. Ensuring the proposal contains info on **Learning Resources**

12. Ensuring the **Syllabus** meets the [Syllabus Minimum Requirement](#) and has the information match with the proposal

13. Checking the trail of **Comments by the Reviewers** and ensuring that originators have been addressed