Division Chair / Division Dean Curriculum Checklist

Division Chairs / Deans should review the following information on the COR to ensure that it conforms with current standards. In particular, Div Chairs / Deans need to verify the accuracy of Units / Hours, Double-coding status, SAM codes, TOP codes, and the course description.

Discuss the following with the VPI if additional resources are needed.

A. Data and Scheduling Elements:

	Semester of First Offering
	Units
	Double-coding Status
	Total Instructional Hours
	Total Hours of Outside of Class Work
	Open Entry / Open Exit
	Grading Option
	Mode of Instruction
	Repeatability
	Program Status
	TOP Code
	SAM Code
	Course Description: Checked for clarity, spelling, and grammar.

B. Feasibility and Appropriateness to Program Mission: Does the division have adequate resources to support this course? Do the faculty in the proposing department and division approve this course as appropriate to the program's mission?

	Budget: If this course requires additional funding, can the division support this need?
	Facilities: If this course requires new or improved facilities, can the division support this need?
	Personnel: Does the division have qualified instructors that meet minimum qualifications for the disciplines proposed for this course?
	Scope of Mission: Does this course fall within the scope of the proposing department's mission? Have the faculty in the department and division reviewed this course to ensure alignment with mission?