CURRICULUM STEERING COMMITTEE

COURSE OUTLINE REVIEW CHECKLIST (for Program level review)

The purpose of this form is to assist program development staff, instructional faculty, and SME’s in ensuring Course Outlines meet JIBC standards.

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| --- | --- | --- |
| Name of person completing checklist:       | Name of course being reviewed:       | Date;       |

| Course Outline Heading |  | Review Considerations | Comments |
| --- | --- | --- | --- |
| Course Outline template | [ ]  Yes [ ]  No [ ]  D/K | Is the course outline template the most up-to-date version found on the intranet? |  |
| Course Code  | [ ]  Yes [ ]  No [ ]  D/K | Has Course Code been approved by Student Services? |       |
| Course Title | [ ]  Yes [ ]  No [ ]  D/K | Is the Course Title explicit?Does the Course Title link logically to other Program courses? |       |
|  | [ ]  Yes [ ]  No [ ]  D/K |  |  |
| Prerequisite Courses | [ ]  Yes [ ]  No [ ]  D/K | Are the listed Prerequisites appropriate? |       |
| School/Academy/Division/Centre | [ ]  Yes [ ]  No [ ]  D/K | Is the School/Academy/Division/Centre listed? |       |
| Previous Course Code & Title | [ ]  Yes [ ]  No [ ]  D/K | Is the Previous Course Code/Title listed? |       |
| Course First Offered | [ ]  Yes [ ]  No [ ]  D/K | Is the date listed reasonable? |       |

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| --- | --- | --- | --- |
| # of Credits | [ ]  Yes [ ]  No [ ]  D/K | Do the listed credits match JIBC policy?Do the listed credits match the Class Delivery Methods section? |       |
| [ ]  Yes [ ]  No [ ]  D/K |
| Course Description | [ ]  Yes [ ]  No [ ]  D/K | From a “target audience” perspective, is the course description clear and sound appealing?Does the course description tell the reader what the course is about?Does the course description summarize the course content concisely and between 60 – 100 words?Is the course description congruent with the course goals and learning outcomes?Does the description refer to the learner as ‘learner’ or ‘participant’? |       |
| [ ]  Yes [ ]  No [ ]  D/K |
| [ ]  Yes [ ]  No [ ]  D/K |
| [ ]  Yes [ ]  No [ ]  D/K[ ]  Yes [ ]  No [ ]  D/K |
| Course Goal(s) | [ ]  Yes [ ]  No [ ]  D/K | Does the Course Goal match the Course Description?Is the Course Goal concise and explicit and appeals to the target audience? |       |
| [ ]  Yes [ ]  No [ ]  D/K |
|  |
| Learning Outcomes | [ ]  Yes [ ]  No [ ]  D/K | Are Bloom’s Taxonomy descriptors used?Do the Bloom’s Taxonomy descriptors match the level of the course?Do the Learning Outcomes clearly describe what the student will learn in the course?If applicable, are the Learning Outcomes linked to the NOCP? |       |
| [ ]  Yes [ ]  No [ ]  D/K |
| [ ]  Yes [ ]  No [ ]  D/K |
| [ ]  Yes [ ]  No [ ]  D/K |
| **Course Topics/Content** | [ ]  Yes [ ]  No [ ]  D/K | Are the listed Course Topics congruent with learning outcomes? |       |
| Text and Resource Materials - Required | [ ]  Yes [ ]  No [ ]  D/K | Is the APA format used?Are the listed Texts/Resources relevant? |       |
| [ ]  Yes [ ]  No [ ]  D/K |
| Text and Resource Materials - Recommended | [ ]  Yes [ ]  No [ ]  D/K | Is the APA format used?Are the listed Texts/Resources relevant? |       |
| [ ]  Yes [ ]  No [ ]  D/K |
| Course Level | [ ]  Yes [ ]  No [ ]  D/K | Is the listed Course Level appropriate?  |       |
| Equivalent Course(s) within the JIBC | [ ]  Yes [ ]  No [ ]  D/K | Are the listed Equivalent courses complete? |       |
| Class Delivery Methods | [ ]  Yes [ ]  No [ ]  D/K | Do the listed Class Delivery methods appropriate for the learner and course content?Are the listed Options reasonable?Do the Total Class Hours match the Number of Credits? |       |
| [ ]  Yes [ ]  No [ ]  D/K |
| [ ]  Yes [ ]  No [ ]  D/K |
| Comments on Delivery Methods | [ ]  Yes [ ]  No [ ]  D/K | Are the comments explicit? |       |
| Course Grading System | [ ]  Yes [ ]  No [ ]  D/K | Are the learning outcomes adequately evaluated by the course assessment tools?Does the Course Grading system match other courses in the Program? |       |
| [ ]  Yes [ ]  No [ ]  D/K |
| Passing Grade | [ ]  Yes [ ]  No [ ]  D/K | Is the Passing Grade appropriate?Does the Passing Grade match other courses in the Program? |       |
| [ ]  Yes [ ]  No [ ]  D/K |
| Evaluation Activities and Weighting | [ ]  Yes [ ]  No [ ]  D/K | From a student’s perspective, are the Evaluation Activities and Weighting explicit?Is the Weighting breakdown reasonable? Do Course Evaluation activities match JIBC policy and program specific guidelines? |       |
| [ ]  Yes [ ]  No [ ]  D/K |
| [ ]  Yes [ ]  No [ ]  D/K |

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| **Comments on Evaluation Activities and Weighing** | [ ]  Yes [ ]  No [ ]  D/K | Are the comments explicit? |       |
| **JIBC Core Competencies** | [ ]  Yes [ ]  No [ ]  D/K[ ]  Yes [ ]  No [ ]  D/K | Are the JIBC Core Competencies listed?Do the Course Goal and listed Learning Outcomes address the JIBC Core Competencies? |  |
| **Other**  | [ ]  Yes [ ]  No [ ]  D/K | Does the Course Outline require editing?Does the course outline change constitute a change that requires submission of a course/program change request to the School Curriculum Committee and/or Program Council (ref: current course/program change requirements on the intranet) |       |
| [ ]  Yes [ ]  No [ ]  D/K |
| General Comments:       |