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: | | | |