

Yuba College Course Outline Revision Process

Introduction

This document outlines the process and timeframe for revising Course Outlines of Record (CORs) at Yuba College.

Revision Cycle

All CORs must be reviewed and potentially revised at least every five years. For Career Technical Education (CTE) courses with prerequisites outside their discipline, a validation process must occur every two years. This validation can be included within the program review process, but any changes to enrollment conditions resulting from the validation must be reflected in the updated COR.

Revision Due Dates

The due date for a COR revision is based on the "Effective Term" listed in the current COR. Keep in mind that revisions need to be submitted well in advance of the desired implementation date (typically 1-2 semesters). For example, a course approved in Spring 2021 would be due for revision in Spring 2026, with the revision process initiated in Spring 2025.

Meeting the revision deadline involves the following steps:

- Discipline faculty must create and submit a revision proposal in the college's curriculum management system (eLumen).
- Faculty must address any feedback or requests for changes from the Curriculum Committee before approval.
- The Curriculum Committee and Board of Trustees must approve the revised COR before the new implementation term.

Faculty can also check the due date for their courses within the eLumen curriculum library:

1. Navigate to the Course Curriculum Library.
2. Utilize the filters or search function to locate your courses.
3. Ensure the "Show/Hide" filter displays "Due In" so the due date column appears.

Courses with a due date within the next year (365 days) should be initiated for revision.

Revision Scope

Even if a course requires minimal changes, the department should still complete the following minimum tasks:

- Update the textbook information if a new edition is available.
- Adjust the "Proposal Start" term within eLumen.
- Verify General Education designation, transferability, and articulation agreements.
- Review and confirm Conditions of Enrollment (if applicable).
- Validate Distance Education options (if offered).
- Consider updating Student Learning Outcomes (SLOs) based on recent assessment data.

Consequences of Non-Revision

CORs that haven't been reviewed and revised within the **five-year** timeframe will not be scheduled.

Upon request, departments with outdated curriculum will automatically receive a one-semester extension.

A Curriculum Committee representative (for example, the area representative) will contact department faculty with outdated curriculum and their Dean. The representative and department faculty will develop a plan for updating the curriculum with a timeline. Examples of support that the representative may provide include the following:

- Identify and help to address barriers to updating curriculum
- Walk through curriculum update process

- Incorporate part-time faculty to assist with workload if possible
- Provide accountability and help prioritize updates
- Help identify degrees and certificates that rely on the outdated course

Under exceptional circumstances, departments may request an additional semester (second) extension. To request the second extension, faculty responsible for the COR must provide information on their progress and ask for an extension in writing to the Curriculum Committee Co-chairs. If a department does not have a full-time faculty member, the Dean would need to submit an extension request to the Curriculum Committee. A second extension is granted or denied by a Curriculum Committee vote. If the request is denied, the responsible faculty, a curriculum representative, and the scheduling dean will meet and devise an action plan for either completing revisions or deactivation.

Courses and programs that have not been revised within six years (including granted extensions) will be forwarded to the relevant dean and curriculum committee representative to meet with the responsible faculty to review options before being placed on the Curriculum Committee agenda for deactivation.