

Writing a New Course

Provided here is, hopefully, all the information that you will need in order to write a new course. First, you will find a list of the procedures involved. Following this, you will find a document entitled "Curriculum 101" which is designed to be a step-by-step guide to the New Course form (AKA New Course Outline), Content Review and Prerequisite/Corequisite/Advisory forms (note that all three forms are required). It is highly recommended that you complete the New Course form and all needed editing before completing the other forms, as this will help to ensure consistency as you may cut and paste from the New Course form to the others.

Submitting a New Course to the Curriculum Committee at RHC Procedures

1. Prior to the development of a new course, you should have ascertained that the course is needed and justified. Please see the "Curriculum 101" guide for more comments on this and some additional considerations. This will also be your guide to the completion of the new course form (AKA "New Course Outline").
2. Develop a vision for your course - what are the objectives? What text will you use? Gather this background information, as it will be needed. You will provide both an outline of your course content and a listing of student objectives (as well as how they will be achieved) on the new course form.
3. Obtain the forms you need. These are the New Course Outline form, the Content Review form, and the Prerequisite form. The 3rd is actually the Prerequisite/Corequisite/Advisories form (often referred to as the Prereq form, to simplify matters). Your Division Secretary should have these and they should also be available on the Curriculum website and the pdrive. Be sure that you have the most current form. Substantial modifications have been made to the earlier form and it will not be accepted. If your Division secretary does not have these forms, your Division Curriculum Committee member should have them. You may also contact Lorraine Castellanos (lcastellanos@riohondo.edu) the articulation specialist and clerical support for the committee, or the current Chairperson. You will need electronic versions of the forms so that modifications can be easily made.
4. Upon completion of the New Course form, you should consult with both the other members of your discipline and a Committee member. Others who teach in your discipline should aid you in evaluating the content

you have prepared; determining if your coverage of the topic is appropriate, assessing the objectives you have indicated, and all other discipline-related elements of the form. Your Committee member should assure that you have completed the form in a way that is consistent with established procedures and guidelines. Note that the answers to many questions that you may have in this process can be found in the "red notebook" that both your Curriculum members and your Division secretary should have. NOTE: Please give the Curriculum Committee member enough time to look it over carefully. The Curriculum member's signature indicates that he/she has reviewed your documents and made certain that they are truly ready for the Committee's consideration.

This same caution applies to all those from whom you will obtain signatures – provide them with an opportunity to review what you are proposing. On all 3 completed forms you will be needing signatures of those teaching in your discipline, a Curriculum member from your Division, and your Dean. Be sure that you have a form that is "clean" before you begin this process.

5. Upon completion of the New Course form, make a copy of pages 3 through 8 (or print out a second copy) and submit this to Judy Sevilla-Marzona in the library. Please don't staple this, just use a paperclip. The library staff will sign off on the library statement form and will return it to Lorraine Castellanos. Be sure that you have signed page 3 this form before you submit it to the library. Note that you should be submitting your course to the library a few weeks prior to its submission to the Committee. This will provide library staff with time to review the library's holdings and make a determination as to whether or not the course will be adequately supported.
6. Next, complete the other 2 forms. These just require information already contained in the New Course form and are required. Gather your signatures. All 3 forms require multiple signatures.
7. Complete a New Class Size Memo. This needs to be submitted to Academic Affairs before the course is given a second reading.
8. Submit your completed materials to Lorraine Castellanos. She is on the 3rd floor of the library. Ask at the circulation desk if you are unsure of where to go.
9. The deadline for Wednesday of one week is Monday at noon of the preceding week. Your course will go through a brief "technical review" prior to being placed on the agenda. If there are problems, you will be contacted and any corrections will need to be made and submitted to the current Chairperson by 11:00am on Wednesday (this is still the week

before your course will go to the Committee). Provided your course is received and the corrections are made, it will be on the agenda for the following week.

10. The Committee meets on Wednesdays, from 11:15-12:30. Usually we meet in the Boardroom. You or someone who can represent you needs to be present at the meeting in which your course will be considered. Note also that the course will not be considered if no member from your Division is present. New courses require two readings. Provided that there is nothing controversial about your course and you have answered all questions of the Committee sufficiently, it is likely that you need only be present for the first reading. Note, however, that a member from your Division must be present at both.
11. A final note: if you are introducing a potentially controversial item, you are strongly encouraged to consult with those who might have objections prior to its introduction to the Curriculum Committee. Such collegial efforts are a benefit to all and may aid in minimizing controversy.