Review Courses in 2013-2015 Catalog
WORKSHEET

How many courses are listed? _____

      How many have not been taught? _____

      How many have been taught? _____

For each decision, record a 1-2-sentence rationale.

1. Consider each course that ***has not*** been taught in last 4-5 years:
   a. Should it be deleted? Yes / No   If yes, why?
   b. If no, does it need to be updated? Yes / No   If yes, how?
   c. If no, is additional expertise needed? Yes / No   If yes, why?
   d. If no, briefly explain why it needs to remain in the catalog.

2. Plot each course that ***has*** been taught on a grid or graph:
   a. Find a grid that makes sense to you. (See attached for ideas)
   b. Do you need more than one grid? (i.e., for content & skills)

3. Once the grid is complete, a more complete picture will emerge:
   a. Are there introductory courses for content & for methodologies?
   b. Are there opportunities for students to apply knowledge & use skills?
   c. Are there opportunities for reinforcing knowledge & skills before the capstone class?

4. If a gap or a cluster appears, what might need to be done?
   a. Revise an existing course:
      i. Would the course description need to change?
      ii. Would the course number/level need to change? (up or down)
      iii. Would a new course need to be proposed?
   b. Reconsider how an existing course is taught in regards to SLOs:
      (i.e., Would assignments within the course need to be reconsidered?)
   c. Which courses could be taught online?

5. Report your findings at the Oct. 16th CLA Meeting [<5 minutes]
   a. Total Number of Courses: Have / Have Not Been Taught
   b. Summarize Findings
      i. Of those that ***have not*** been taught
         1. How many need to be deleted _____, updated _____? Require new expertise? _____
      ii. Of those that ***have*** been taught
         1. How many need to be revised? _____ Briefly share why.
         2. How many courses may need to be developed? _____
         3. What faculty development opportunities may be needed? _____
      iii. How many courses could be taught online? _____

On October 16, a template will be provided for submitting a written report to the Office of the Dean.