

**Course Review Checklist and Notes:** \_\_\_\_\_

**Thoughts:**

1. As an evaluation team, we are not casting judgment about how the course has been constructed or being delivered; stay focused on the learning that is occurring within the course and whether it warrants post-secondary credit recommendations.
2. This is a formative tool designed to support evaluator collaboration, discussion, and findings. You are exercising your professional judgment with a perspective not only from your academic institution, but based on the current curriculum trends across the country.
3. Reference the **Definition of Terms** tool as supporting guidance.

**Section 1: Course planning resources**

	Yes	No	N/A	Notes
A) The course planning tools (such as a POI) provide a thorough overview of the course expectations				
B) The curriculum is current				
C) There are documented course objectives				
D) The learning outcomes are stated within the planning tools (such as a POI, TCCD, syllabus)				

**Section 2: Instructional Materials / Resources**

	Yes	No	N/A	Notes
A) The quantity and type of instructional materials are sufficient to align with the learning outcomes				
B) The lesson plans relate to the learning outcomes				
C) The lesson plans address a skill, behavior or knowledge to be learned				

**Section 3: Academic Content**

	Yes	No	N/A	Notes
A) The modules / units within the course align to current post-secondary curricula				
B) The level of the content being taught is equivalent to post-secondary expectations				
C) The training topics covered support a credit recommendation				
D) The learning outcomes reflect what the student is expected to know, understand or be able to demonstrate				
E) The learning outcomes have measurable criteria				

**Section 4: Assessments**

	Yes	No	N/A	Notes
A) The assessment plan is clear				
B) There are assessments that monitor student learning				
C) There are assessments that evaluate student learning				
D) Firm identification (authentication) of the learner is documented				
E) The assessment methods are appropriate for the content and expected learning outcomes				
F) The assessments accurately measure the learning outcomes				
G) The rubrics are clearly defined				
H) There is a documented, minimum pass rate				
I) There are unique or specific assessment criteria that need to be noted				
J) For online assessment, there is a plan for test bank question development				

**Section 5: Final Credit Recommendation (ACE Team Work)**

	Yes	No	N/A	Notes
A) There is direct alignment with the learning outcomes and the recommended credit subject areas				
B) The subject area aligns to courses found in current college curricula				
C) The level (V, L, U, G) aligns to learning outcome categories in Bloom's taxonomy				
D) The semester hours are appropriate to the breadth and depth of the outcomes and content				
E) The overall minimum passing score is at least 70% for undergraduate and 80% for graduate credit recommendation				