Course Outline of Record (COR) Process in C3MS

Edit

- •New course: Faculty author creates COR, completing all necessary sections of the form. During this time, author also enters SLOs in TracDat and submits any applicable supplemental forms (Content Review, Distance/Online Learning, Foothill GE, Stand Alone) to the Division Curriculum Rep(s).
- Updating an existing course: Faculty author makes desired edits to the course information on the COR. During this time, faculty author also updates SLOs in TracDat, if necessary, and submits applicable supplemental forms (Content Review for any new or changing requisites, Distance/Online Learning if course newly being taught online/hybrid, Foothill GE if submitting for new GE status) to the DivisionCurriculum Rep(s).

Articulatio

• Articulation Officer reviews course for possible transferability, which is noted on the COR. Feedback may be sent to Faculty author regarding COR elements that may affect desired transferability, including change to course number. May return COR to faculty if changes are needed.

Dean's Review •Dean checks hours-to-units and reviews course information. Adds load, seat count, and FOAP (budget code), and ensures SLOs have been entered in TracDat. May return COR to faculty if changes are needed.

Proof

• Faculty author reviews units, load, and seat count.

Curriculum Rep • Curriculum Rep verifies that all applicable supplemental forms have been completed and submitted and that COR is compliant with Title 5. May return COR to faculty if changes are needed; otherwise, brings COR to Division Curriculum Committee for approval.

Instructio

• Curriculum Coordinator reviews course information, verifies hours-to-units, checks load calculation, and ensures all applicable supplemental forms have been submitted by Curriculum Rep(s). Ensures COR is State and Title 5 complaint.

Staging

• Curriculum Coordinator forwards course to the FHDA Board of Trustees for approval. New courses, as well as certain updates to existing courses, are then forwarded to the State Chancellor's Office for approval.

Approved

•The COR is now in the live catalog and may be scheduled for the next available guarter.