

**PREREQUISITES, COREQUISITES, ADVISORIES
FLOW CHART**

**WITHIN
DISCIPLINE**
(other than for a
computational or
communication
skill PCA)

CONTENT REVIEW

IF DELETING, OR
MODIFYING, SO NOTE
ON SUMMARY REPORT
AND PREPARE MAJOR
MODIFICATION FOR
AP&P

**ACROSS
DISCIPLINE**
(other than for a
computational or
communication
skill PCA)

IF THE COURSE IS
A 100 LEVEL
TRANSFER
COURSE

Confirmation of three
UC/CSU campuses
which require the
same prerequisite (or
equivalent) for the
course.

FOR A 100 LEVEL
TRANSFER
COURSE THAT
DOES NOT HAVE A
PARALLEL
CSU/UC course

Content Review

FOR A NON-
TRANSFER
COURSE

Content Review

IF DELETING, OR
MODIFYING, SO
NOTE ON
SUMMARY REPORT
AND PREPARE
MAJOR
MODIFICATION FOR
AP&P

Completed forms and all backup documentation should be maintained at the department. Transfer conclusion information to the Program Evaluation PCA Summary Report.

LIMITATION ON ENROLLMENT

Identify the reason for the restriction (health and safety, not a major degree core requirement or graduation requirement for which there is no alternative course..

IF ADDING, DELETING, OR MODIFYING, SO NOTE ON SUMMARY REPORT AND PREPARE MAJOR MODIFICATION FOR AP&P

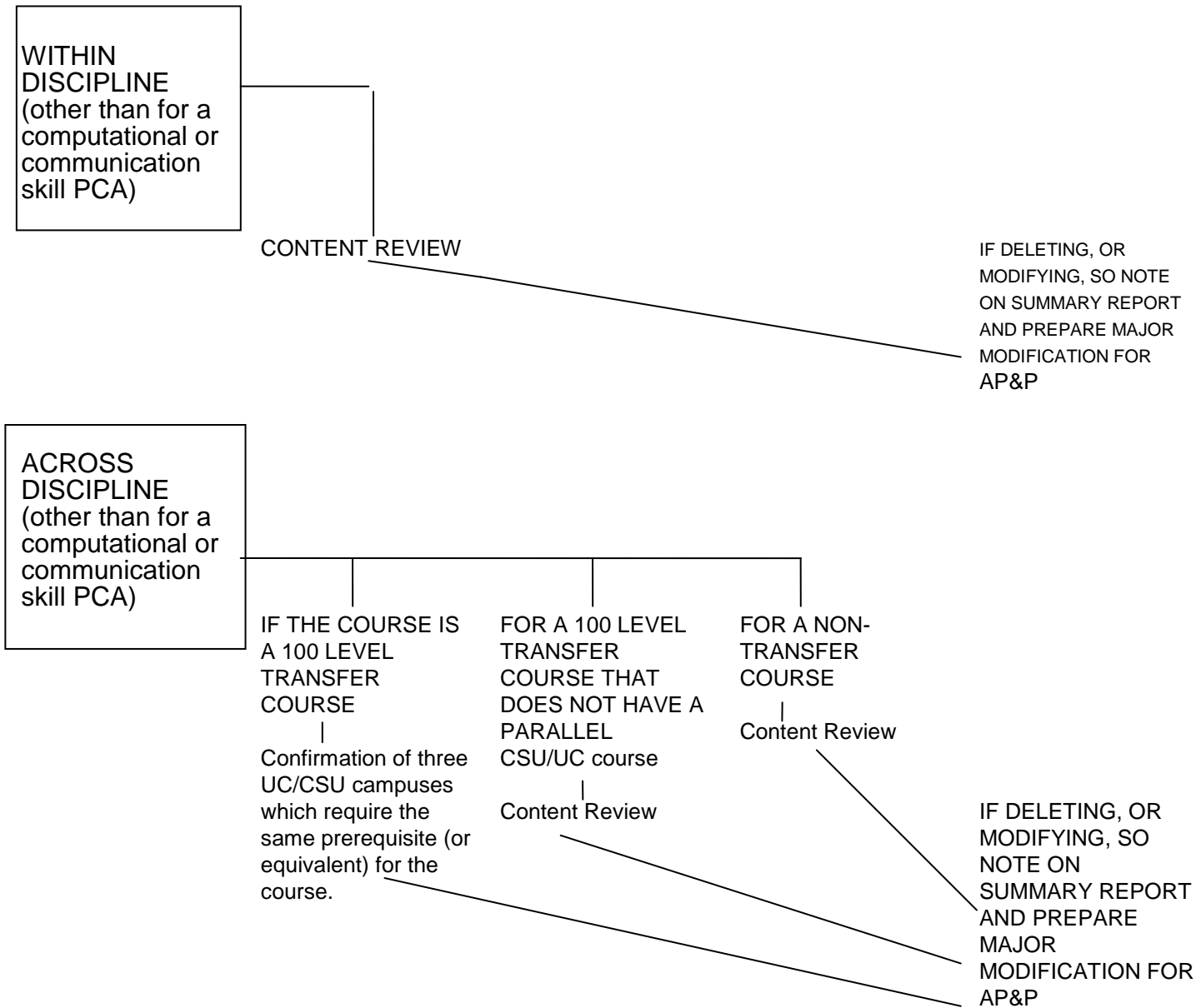
ACROSS/WITHIN DISCIPLINE COMMUNICATION OR COMPUTATION SKILLS

CONTENT REVIEW with further levels of scrutiny, i.e., student survey, UC/CSU comparison, additional statistical information

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CONTENT REVIEW
WITHIN THE SAME DISCIPLINE OR ACROSS DISCIPLINES

Course Prefix and Number _____

Department _____ Responsible Instructor _____

PCA being reviewed: _____ Type: _____

Use one form for each prerequisite/corequisite/advisory if the course has more than one

Review Team (Recommended: four instructors; preferably two of whom teach the course being reviewed; one who teaches the preceding course, and one who teaches the subsequent course, as appropriate)

Recommended Materials:

1. Course outline for course being reviewed preceding course and subsequent course
2. For each course, current text, typical tests, sample projects, quizzes, and any other relevant evaluation tools as used within the courses and evidenced by the course outline, written grading standards (possibly from syllabus).
3. EVA report from Computer Services reflecting student success based on completion and noncompletion of prerequisite course.

Process:

- | | |
|--|--|
| <p>1. <u>Examine objectives of course being reviewed.</u>
Are objectives current? _____
Will student successfully completing this course have a reasonable chance of success in subsequent course? _____</p> | <p>3. <u>Examine the evaluation tools used within the course.</u>
Do the tests, quizzes, projects, assignments reflect skills which the student would have acquired in the preceding course? _____</p> |
| <p>2. <u>Examine objectives of preceding course.</u>
Are the objectives equivalent of the entrance skills necessary to succeed in the course being reviewed? _____</p> | <p>4. <u>Examine the text used for the course</u>
Does the textbook require a base of knowledge the student would have obtained in the preceding course? _____</p> |

Based on the attached documentation, it is the recommendation of the faculty that:

- ___ The prerequisite/corequisite/advisory is appropriate.
(circle one)
- ___ The prerequisite/corequisite/advisory should be deleted.
(circle one)
- ___ The prerequisite/corequisite/advisory should be modified.
(circle one)
- ___ The course outline should be modified to reflect outcomes of content review, and to include entrance/exit skills.

Initiator _____ Date _____ Department Chair _____ Date _____

Approved: _____ Academic Dean -- Date _____

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