**CCOC Syllabi Review Process**

**Approved 3/2022**

CCOC Bylaws (2015) 2(c): The CCOC shall monitor Core Curriculum courses to ensure adherence to general-education guidelines as determined by the Colorado Commission on Higher Education, the University of Colorado Board of Regents, and the CU Denver schools/colleges.

The CCOC fulfills this responsibility through periodic review of Intellectual Competencies and Knowledge Areas. The CCOC began routine, periodic review of core-area syllabi in the spring of 2008. Reviewing one core-area's syllabi per semester, the CCOC provides core-course faculty with feedback concerning compliance with requirements and consistency within the core area. Each core area is reviewed for the specific requirements as designated by our bylaws and policies.

 Schedule of periodic review through Spring 2025:

Fa 2021 – International Perspectives

Sp 2022 – Composition and Mathematics

Fa 2022 – Natural and Physical Sciences

Sp 2023 – Arts & Humanities

Fa 2023 – Social Sciences

Sp 2024 – Behavioral Sciences

Fa 2024 – Cultural Diversity

Sp 2025 – International Perspectives

Each semester, CCOC obtains syllabi for the current semester (or previous semester if it is not offered in the current semester) in the Core Area being reviewed. This is either done by contacting Chairs/Deans of each unit or Course Coordinator who maintains syllabi repository or accessing available online syllabi. For each core class, units are asked to submit either one syllabus per class if syllabi for all sections are identical or individual syllabi for every section if sections vary. Units/instructors will be referred to the CCOC website which will house examples of model syllabi, the review forms that will be used by the Committee to evaluate the syllabi, and the core area criteria. Syllabi should be received by CCOC by census date of the semester.

Each submitted syllabus is reviewed by at least two CCOC faculty members. Members will use a form to evaluate each course (form available on CCOC website). Based upon the Committee review, courses are approved to remain in the Core or require revision to remain in the Core. If both reviewers agree upon approval or revision needed, the Committee moves forward with that decision. If the two reviewers do not agree in their assessment, the Chair also reviews the course as tie-breaker, as needed. Reviews for all classes will be available to all CCOC members.

Feedback from the syllabi review will be provided to the Chair/ Dean of the unit by the CCOC Chair. If needed changes are minor, submission of a revised syllabus will not be required. More critical changes will require submission of a revised syllabus. Typically, revision is necessary if it is unclear from the syllabus how the learning objectives are taught and assessed within the class. Revised syllabi will be reviewed by the Chair or the Chair will ask for volunteers to review. If a course is considered for suspension, the entire Committee will review and vote on suspension.