

Establishing and Revalidating Requisites and Advisories: Review Form

This form should be completed by discipline faculty when establishing a new course or during curriculum review of a target course. Curriculum review of requisites and advisories must take place on the regular Curriculum Review schedule of 5 years for most classes (every 2 years for CTE courses). Attach syllabi, assessments, rubrics, etcetera as supporting evidence to establish or revalidate an advisory or requisite.

Getting Started

The following information seeks to establish a/an (check one):



Co/Prerequisite



Advisory

Target Course Name	Pre/Corequisite or Advisory Course Name

Section 1: Reason for Co/Prerequisite or Advisory

Identify one, below, and complete its related sections as directed

TYPE OF CO/PREREQUISITE	VALIDATION REQUIRED	NO FURTHER VALIDATION REQUIRED	OTHER REQUIREMENTS
Advisory or co/prerequisite course ensures students have the knowledge and skills that are necessary for success in the target course.	For courses in a sequence in the same discipline, complete the Content Review section in CurricUNET. For courses not in a sequence COMPLETE SECTION 2 (Content Review Only) OR COMPLETE SECTION 2 and 3 (Content Review with Statistical Validation**)		
Co/prerequisite course is required by a four-year public institution.		<input type="checkbox"/>	Attach a list of four-year schools that have this requirement.
Co/prerequisite course is part of a closely related lecture/lab pairing within a discipline.		<input type="checkbox"/>	
Co/prerequisite course is required by statute or regulation.		<input type="checkbox"/>	List the statute or regulation:

Co/prerequisite course is necessary to protect the health or safety of the student or others.	COMPLETE SECTION 2	Attach documentation that the proposed co/prerequisite is needed for and will achieve this purpose.
** For assistance with portions of statistical validation, instructors should contact Research and Planning.		
Program Co/Prerequisite: in order to put a co/prerequisite on a program, the same co/prerequisite must be required in at least one course within the program (not necessarily the first course).		

Section 2: Content Review

The content review process consists of a careful examination, by related discipline faculty, of the two Course Outlines of Record (CoR), evaluating how each course is taught at the section level, and providing supporting evidence and examples from the two courses. Content Review seeks to determine the skills or knowledge required for success in a Target Course, and how the necessary skills or knowledge may be obtained through an Advisory or Co/Prerequisite course.

2A: Content Review

FOR PREREQUISITES OR ADVISORIES

Upon entering the Target Course, students should be able to do the following:
*(List the **exit skills** of the advisory or co/prerequisite course that represent the **entry skills** necessary [or strongly recommended] for success in this course.)*

FOR COREQUISITES

Through simultaneous enrollment in the corequisite course, the student needs to acquire the following skills and knowledge:
*(List the performance objectives of the advisory or co/prerequisite CoR **as they relate to the Target Course.**)*

2B: Departmental Validation

Both courses' Discipline Faculty are required to validate the establishment of advisories and Co/Prerequisites through discussion and review of at least three of the following elements from both courses:

Course content	Student learning outcomes and objectives
Assignments, exams, and other assessments that measure student performance	Grading rubrics
Syllabi	Instructional materials

Upon completion of these discussions, fill in the following table documenting the results.

Review Item	Target Course	Advisory or Co/Prerequisite Course
Course Objectives		
Knowledge/Skills necessary for success at entry or concurrent		
Sample Assignments		
Sample Rubrics		

Sample Syllabi

Section 3: Content Review with Statistical Validation

The content review portion should be performed as in Section 2. Complete this section for statistical validation.

This section requires data collection to show that a student is highly unlikely to succeed in this course without the co/prerequisite. A co/prerequisite of a communication or computation course for a new course may be established for not more than two years while research is being conducted to make a final determination [Title 5, Section 55003 (g)].

Statistical validation of a co/prerequisite requires sound research practices [55003 (f)]. Data should be developed by research personnel, discipline faculty, and/or the Academic Senate to determine at least one of the following:

- The extent to which students, those currently enrolled in the course or those who have completed it, believe the proposed prerequisite or corequisite is necessary.
- Comparison of the faculty members' appraisal of students' readiness for the course to whether students met the proposed prerequisite or corequisite.
- Comparison of students' performance at any point in the course with completion of the proposed prerequisite or corequisite.
- Comparison of student performance in the course to their scores on assessment instruments in the manner required to validate an assessment instrument and cut scores for the course in question.

Please attach documentation of the statistical evaluation of the course pre/corequisite.

EXCLUSION:

Statistical Validation is not required when the requisite is required for enrollment in a program, which is subject to approval by a state agency other than the Chancellor's Office and both of the following conditions are satisfied [55003 (g)]:

Colleges in at least six different districts have previously satisfied the data collection requirements for the same prerequisite or corequisite for the same program AND

The Office of Research and Planning has conducted an evaluation to determine if the prerequisite or corequisite has a disproportionate impact** on particular groups of students described in terms of race, ethnicity, gender, age, or disability.

**** If disproportionate impact is found, Solano College will develop and implement a plan to correct the disproportionate impact.**

Check one:

Has the department followed this process?



Yes (please indicate below)



No (please review the table below and complete)