

LOS ANGELES MISSION COLLEGE CURRICULUM COMMITTEE

Prerequisite Course Validation Form Instructions

This form is intended for the validation of prerequisite courses, not other types of prerequisites (such as “demonstration of comparable skills”, syllabus, etc.)

Definitions:

Course Portfolio: any materials which describe in detail the objectives, content, and format of the course (e.g., course outline, syllabus, etc.)

Prerequisite: any course in which a passing grade is necessary for successful completion of the target course.

Corequisite: any course in which concurrent enrollment is necessary for the completion of the target course.

Advisory: any course in which completion with a passing grade may be helpful, but is not necessary for the successful completion of the target course.

Target course: any course which requires completion of a prerequisite course.

Instructions:

- I. *Target course*
Identifies the course whose prerequisites or corequisites must be validated.
- II. *Proposed Prerequisite Course:*
 1. If the target course has more than one prerequisite, corequisite, and/or advisory, use a separate form for each one.
 2. Indicate if this course is being proposed as a prerequisite, corequisite, or advisory.
- III. *Target Course:*
 1. Indicate what evidence was gathered to determine that the target course matches its course portfolio.
 2. Indicate what evidence was gathered to determine that the proposed prerequisite matches its course portfolio.
 3. Indicate what methods were used to determine that the prerequisite was necessary for the successful completion of the target course. If you are unsure whether or not the prerequisite needs validation beyond Content Review, consult the Curriculum Committee Chair or the Matriculation Coordinator.
- IV. *Participants in the Validation Process*
Must include at least one full-time tenured instructor from the discipline. Other participants may include the Matriculation Coordinator, Campus Researcher, member of the Curriculum Committee, or others. The form must be signed by any and or at least two fulltime tenured instructors in the discipline **and** the Department Chair.

After obtaining the proper signatures, this form and all attached documentation must be submitted to the Curriculum Committee for approval. If it cannot be approved, it is sent back to the Department Chair with recommendations for future approval. If it is approved, the Curriculum Committee Chair signs it and forwards it to Academic Affairs for processing and filing.

Methodology:

Catalog Comparison: examine and include copies of three university or Community College catalogs to determine if the prerequisite is standard among equivalent target courses.

Classroom Validation Study: examine the final grades of students in the target courses who have completed the prerequisite and compare them to those who did not. Examine the differences between “passing” (Cs or better) and “not passing” (Ds, Fs, Ws and INCs) only.

Classroom Visits: determine that portfolio reflects what is being taught.

Content Review: determine whether the course objectives of the prerequisite matches the expected vocabulary and basic skills knowledge of the target course.

Examination of Portfolios: determine that the course outlines, syllabi and objectives match each other and are correct.

Health and Safety Standards: the prerequisite course is required by the college or outside agency to protect the health and safety of the students.

Student Opinion Surveys: administer a questionnaire which will determine the extent to which a prerequisite prepared the students for the target course. The survey is given to the students who have completed the prerequisite and will have, or have completed the target course.