

# COLLEGE OF MICRONESIA-FSM

## BOARD POLICY No. 3206

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### Course Outlines – New and Revised

Date Adopted: 01 April 1993

Date Revised: 30 April 2015, 27 November 2019

Date Reviewed: 30 April 2015, 27 November 2019

Reference: COM-FSM Faculty Handbook, 2014. ~~COM-FSM Curriculum and Assessment Handbook~~ Curriculum Handbook 2018, 2014. ACCJC Standard IIA.2., Standard IIA.3.

New course outlines that are developed for use in COM-FSM classrooms ~~need to be~~ are reviewed and recommended for adoption by the process outlined in the curriculum and assessment handbook and approved by the vice president for instructional affairs before implemented in the classroom.

A course outline sets the expectations for students and what they can expect in terms of instruction they will receive, the format in which the course will be delivered and the knowledge and skills that can be gained. It also provides awareness of how students will learn, what level of participation will be expected, and how they will be assessed.

Existing course outlines are to be reviewed at least every five years or as indicated by student learning outcome assessment results. The purpose of the review is to determine whether or not the course as currently taught continues to follow the learning outcomes and course content contained in the course when it was originally approved.

Faculty members are required to follow the approved course outlines, which include assessment strategies for each course level student-learning outcome. It is the faculty members' responsibility to ensure that they have a copy of the most recent course outline for each course they teach.

See Administrative Procedure 3206.