



SAN DIEGO
Community College District

City College · Mesa College · Miramar College
College of Continuing Education

Course Outlines of Record: An Essential Resource

FLEX #35214

Presented by the San Diego City College
Curriculum Review Committee Executive
Team

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Session Overview



- What is the Course Outline of Record (COR)?
- Where can I find my COR's?
- How to read & review a COR
- COR's and UDL
- COR's and Equity

The COR is a document that...

- informs instructors of the content and objectives of a course they've been assigned to teach
 - includes examples of typical assignments and textbooks
- has legal standing and is regulated by Title 5
- has influence within a college and among institutions
- is the basis for articulation and transfer agreements
- determines acceptance of a course into a general education pattern such as Cal-GETC
- goes through the curriculum approval process every 2 years (CTE) or 6 years

Where can I find my COR's?

- Sdccd.curriqunet.com
 - Can view "Active" proposals as a guest (no log in required)
 - [Scribe tutorial](#)
- Courses -> Designator & Number in Search Bar
- Select the "Active" version of the course
 - Active = current version of course
 - Historical = past version of course
 - Launched = proposed version of course
 - Draft = to-be-proposed version
- Reports -> Course Outline Report
- Let's do an example!
- Find a COR for your discipline – you will need it later for an activity!

Reading & Reviewing COR's

- Let's walk through an example Course Outline of Record
- Please use a COR from your discipline to follow along
- Ask any questions you have as we discuss!
- Consider which items a new instructor to the course might focus on versus faculty engaged in curriculum review cycle

Reading & Reviewing COR's (continued)

- When looking at a COR as an instructor, the areas of focus are:
 - Student Learning Objectives (requirements)
 - Course Lecture Content (requirements)
 - Assignments (suggestions)
 - Methods of Evaluation/Instruction (suggestions)
- When looking at a COR for review purposes, looking at entire document through lens of:
 - Relevance/Currency → Would I design this course this way today?
 - Accuracy → Can students actually demonstrate every outcome through the assignments and assessments listed?
 - Inclusivity → Whose perspectives are present and whose may be absent?

COR's and UDL

- Title 5 (Education Code, aka CA state law) now requires COR's to utilize UDL and IDEAAS principles
- What is Universal Design for Learning (UDL)?
 - "UDL is a framework to improve and optimize teaching and learning based on what we know about the human brain. Each brain is made of billions of interconnected neurons that form unique pathways. Like fingerprints, no two brains are alike." (CAST.org, 2026)
 - [CAST UDL Guidelines](#)

COR's and UDL

continued

CAST UDL Guidelines,
2025

- UDL-designed courses contain multiple means of:
 - Engagement
 - Example: Connecting information with relevant real-world examples with which students can identify
 - Representation
 - Example: Key information presented in a variety of modalities (oral, written, visual)
 - Action & Expression
 - Example: Students given a variety of options for how they represent their knowledge of a course content area

COR's and UDL

continued

- What does UDL look like in the COR?
 - Focused on Assignments, Methods of Instruction, and Methods of Evaluation sections
 - Example COR: AGRI 104 – Sustainable Vegetable production

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- Lecture
- Laboratory
- Computer Assisted Instruction
- Lecture Discussion
- Learning Modules
- Audio-Visual
- Collaborative Learning
- Shadowing
- Distance Education (Partially Online)
- Other: Hands-on practicals on farm.

COR's and UDL

continued

- What does UDL look like in the COR?
 - Focused on Assignments, Methods of Instruction, and Methods of Evaluation sections
 - Example COR: PSYC 245 – Abnormal Psychology

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- Essay/Paper
- Exams
- Homework
- Participation
- Quizzes
- Other:
 1. In-class presentation.
 2. Reaction papers.
 3. Case study exercises.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- Lecture
- Lecture Discussion
- Audio-Visual
- Collaborative Learning
- Distance Education (Fully Online)
- Other: Guest speakers

COR's and Equity

- Use of accessible [OER](#) materials
 - Provide at least one free option in "Reading Assignments"
- "Engage and support diverse learners"
 - Acknowledgement and exploration of diversity within the discipline and among students
- Consider full spectrum of IDEAAS:
 - Inclusion
 - Diversity
 - Equity
 - Anti-racism
 - Accessibility
 - Sustainability

COR's and Equity

continued

- What can equity look like in a COR?
 - Example: EXSC 216 – Intercollegiate Softball I
- **CATALOG COURSE DESCRIPTION:**
 - This is an activity-based course in intercollegiate softball. This course is designed for students competing in their first intercollegiate softball season. Students learn and practice the techniques and strategies necessary for successful participation in a diverse team environment. Those topics covered are fundamental through advanced softball skills and offensive and defensive strategies. Students must demonstrate increased softball skill proficiency and skill attainment with each repetition. This course may be taken two times for credit.

Reflection Time!

- Review the COR you pulled earlier from your discipline, considering the examples we've seen regarding UDL and IDEAAS.
- How does your COR look to you now? Is there room for improvement in terms of addressing UDL or IDEAAS?
- How do your course's assignments and methods of instruction/evaluation look to you now? Is there room for improvement in terms of engaging diverse learners?
- How might you bring in at least one of the concepts from IDEAAS into your COR (if not already present)?
- IDEAAS acronym reminder:
 - Inclusion
 - Diversity
 - Equity
 - Anti-racism
 - Accessibility
 - Sustainability

Thank you for your time! Stay connected!

Curriculum Feedback Survey – Fill out form

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