

## Course Development Guidelines

The faculty/Dean will apply the following guidelines to each new course that is submitted for approval.

### **A. Appropriateness to Mission and Goals of Walla Walla Community College**

1. Is the course designed to be taught to students for credit towards the degree, and/or for purposes of transfer, occupational preparation, or career supplementation or upgrade?
2. Does the course develop the ability of students to succeed in college level courses and adult noncredit instruction?
3. Does the course provide systematic instruction in a body of content or skills whose mastery forms the basis of the student grade?
4. Is the course designed to assist in the economic development of local businesses or the community?

### **B. Need**

1. Does the course meet the stated goals and objectives, at this time, and in the region the college proposes to serve with the division and/or department?
2. For transfer courses, is there student demand and is there transfer applicability (i.e. does the course substantially satisfies the lower-division course requirements for the corresponding four-year institution major or does it articulate to meet transfer general education requirements)?
3. For workforce courses, is there a documented labor market need based on employer input or a job market analysis?
4. Does this course require a prerequisite(s) or corequisite(s)? (See Appendix F).

### **C. Quality**

1. The course meets the standards set by the College for each category of credit offered – degree credit, non-degree credit and non-credit.