

COLLEGE OF MICRONESIA-FSM

BOARD POLICY NO. 3206

~~Course Outlines—New and Revised~~ Course outline development and maintenance

Date Adopted: 01 April 1993

Date Revised: 30 April 2015, 27 November 2019

Date Reviewed: 30 April 2015, 27 November 2019, 9 April 2026

References: COM-FSM Faculty Handbook, 2014
COM-FSM Curriculum Handbook 2018
ACCJC Standard IIA.2., Standard IIA.3

~~New course outlines that are developed for use in COM-FSM classrooms 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

All new course outlines must follow the Curriculum Handbook and require approval from the Curriculum Committee and the Vice President for Instructional Affairs (VPIA) before implementation. The approved outline serves as the official course guide, defining learning outcomes, instructional methods, participation

expectations, and assessment procedures. Course outlines must be reviewed at least every five years, or earlier if Student Learning Outcome (SLO) assessment results indicate the need for revision, to ensure alignment with current academic and industry standards. Faculty must follow the approved outlines in the College's official digital repository, and any major changes to learning outcomes or assessments must undergo a formal revision process.