

## **Course Designation Checklist**

- Application form (with required signatures)
- Course Syllabus:
  - a) Course syllabus. If multiple instructors teach the course, include representative syllabi from all current course instructors from the last time the course was taught.
  - b) Course description in the syllabus should align with what's listed in Quali (curriculum management database).
- Assessment:*
  - a) Current Assessment Status memo signed by the Institutional Assessment Coordinator or designee. **Courses are expected to maintain an active cycle of authentic assessment per HawCC 5.202 Assessment Policy.**
- Application of Hallmarks: CLOs to Hallmarks alignment*
  - a) A completed Hallmarks Alignment Form (for the appropriate Diversifications classification-If submitting for Foundations, see section b) below) that demonstrates how the Diversification Hallmarks are aligned to your course learning outcomes. Note that all Hallmarks must align with at least one course learning outcome. You may include relevant objectives and/or topics and other justification that further supports the CLO alignment. This form must be signed by the Institutional Assessment Coordinator or designee.
  - b) Required for Foundation applications only -Foundations Course Designation Proposal Application of Hallmarks Questions

## **OR Course Designation Renewal Checklist**

- Application form (with required signatures)
- Course Syllabus -
  - a) If multiple instructors teach the course, include representative syllabi from all current course instructors from the last time the course was taught. Course syllabi should include the appropriate hallmarks for the Diversification designation requested.
  - b) Course description in the syllabus should align with what's listed in Quali (curriculum management database).
- Assessment*
  - a) Current Assessment Status memo signed by the Institutional Assessment Coordinator or designee. **Courses are expected to maintain an active cycle of authentic assessment per HawCC 5.202 Assessment Policy.**
- Application of Hallmarks: CLOs to Hallmarks alignment*
  - a) A completed Hallmarks Alignment Form (for the appropriate Diversifications classification-If submitting for Foundations, see section c) below) that demonstrates how the Diversification Hallmarks are aligned to your course learning outcomes. Note that all Hallmarks must align with at least one course learning outcome. You may include relevant objectives and/or topics and other justification that further supports the CLO alignment. This form must be signed by the Institutional Assessment Coordinator or designee.
  - b) If no changes were made to this form from the original designation process, then just an initial and date on the original form from the Institutional Assessment Coordinator (or designee) is required.

- c) Required for Foundation applications only -Foundations Course Designation Proposal Application of Hallmarks Questions. If no changes to this portion, copy and submit again with initial and date from the Division Chair.