

## Course Outline of Record Evaluators

Course Outline of Record Evaluators (COREs) are responsible for ensuring that the official course outline of record (COR) submitted by a community college for a C-ID designation meets the minimum requirements of the intersegmentally developed C-ID descriptor.

CORE responsibilities include:

1. Participation in a one-hour webinar training.
2. Becoming familiar with the discipline C-ID descriptors.
3. Reviewing CORs as assigned by the discipline Primary Reviewer **within four weeks**.
4. Providing clear and adequate feedback when a COR is conditionally approved or not approved. The feedback provided will help the Articulation Officers and discipline faculty understand why the course did not receive a C-ID designation and how it might be improved.
5. Working with the Primary Reviewer and other discipline team members to ensure and maintain the integrity of the review process.
6. Communicating any issues, questions, concerns, and/or suggestions to the Primary Reviewer or C-ID staff ([support@c-id.net](mailto:support@c-id.net)) as well as responding to inquiries in a timely fashion.
7. Notifying the Primary Reviewer and C-ID staff if unable to meet required timelines or no longer able to participate in the review process.

Qualifications:

Must be a full-time faculty member with experience developing or evaluating curriculum in the discipline assigned. Faculty members appointed to serve as a discipline CORE are appointed by their segments.

Stipend:

\$25 per course, and \$10 per resubmitted course reviewed, will be paid quarterly at the discretion of the Academic Senate for CCC.

Number of reviews:

It is anticipated that reviewers will receive approximately 15 courses at a time. The number of courses to be reviewed per year is influenced by the number of descriptors developed, the number of available reviewers, and the volume of course submissions. Faculty reviewers may request a larger or smaller number of course assignments.