



Course Identification (C-ID) Numbering System Process for Reassessing the Final Determination of a Primary Reviewer

Approved at May 11, 2016 C-ID Advisory Committee Meeting

I. Overview

Primary reviewers make the final determination on the status of all course submissions for their discipline in C-ID. Existing C-ID policy covers the criteria for making this determination, the standards for review, and the process by which the initial determinations of the Course Outline of Record Evaluators (COREs) are synthesized into the final determination by the Primary. This document is intended to provide a structured process for instances where the final determination of the Primary Reviewer is called into question at any point in the approval process, including the review of appeals.

II. Criteria for Initiating Process

Questioning the final determination of a primary reviewer is an extraordinary measure that will only be initiated when the following criteria have been met:

- The accuracy of the final determination has been challenged on formal appeal by the local CCC faculty, through their Articulation Officer, according to established C-ID policy.
- The appeal has completed the review process specified in policy.
- The final determination on appeal, after review by the C-ID Curriculum Director, is found to be incorrect for any of the following reasons:
 - Determination exceeded scope of C-ID descriptor elements or review process.
 - Errors of fact in review, e.g. statements that elements are missing from the COR that are clearly present, even if they are included in an area that differs from the descriptor.
 - Failure to follow other established C-ID policies, including policies on pre-requisites and textbooks, holistic reviews,

III. Reassessment Process

Once the C-ID Curriculum Director determines that the overruling process needs to be engaged, they will take the following steps:

- Analyze the comments on the original reviews and the final determination as recorded in the C-ID review system.
- Provide written explanation to Primary Reviewer outlining the specific concerns with the review and how it meets the criteria for initiating this process.
- Schedule meeting (in-person or phone) with Primary Reviewer and COREs.
- Attempt to find resolution through dialogue with the Primary Reviewer.

If, after completing these steps, the C-ID Curriculum Director is unable to resolve the concern with the Primary Reviewer they will make a final determination and report the action to the C-ID Advisory Committee for their information.