Review checklist for Course Proposal (common errors) 11/2022

❖ Use the **newest** version of the course proposal form found under governance and on the Sharepoint site (contact your departmental reps) Please carefully follow the prompts in the form.

❖ **Page One:** If the course is revised, use the existing current course proposal to fill in all fields not being changed. Clearly indicate which fields have changed, check the boxes and discuss them in the rationale on page 4.   _____

The registrar should assign a course code/number for new courses.   _____

An increase in credits or faculty hours or new equipment needs to be approved by the Provost via the department chairperson prior to presenting the course.   _____

If the course is new, submit a curricular framework to outline   _____
where the course fits in. (unless the course is being submitted for pathways and discuss it in rationale)

❖ **Page Two:** If you are not revising the description, make sure   _____
that it exactly matches the catalog/course proposal.

Course type- choose one and provide documents   _____

If you are assessing the core competencies/abilities,   _____
then the grading standards, the course objectives and course outline should include those assignments that address the competencies/abilities.

❖ **Page Three:** For basic skills, check "Proficiency" in the top boxes   _____

Make sure the pre/co reqs are accurate/appropriate and don't have   _____
imbedded or hidden pre/co-reqs

Does this course change your degree map?   _____

❖ **Page Four**: Does the rationale answer the why of the changes   _____
listed on the first page. Be specific.

❖ **Page Five:** Objectives should be measurable.   _____

The number of objectives is commensurate with the course credits   _____

Identified Competencies/Abilities should be addressed with the method   _____
of assessment. (paper, project, oral presentation etc)

❖ **Page Seven:** Include enough detail for a first-time instructor in   _____
the weekly outline. List the week; topic/subtopic and then the assessment for example - Exam #1

In the weekly outline, make sure each assignment in the grading standards   _____
is identified and has the same terminology.

❖ **Pages Nine-Ten:** Meet with the Library to obtain the newest editions   _____
of materials and collaborate on purchases.

❖ **Page Eleven:** Make sure that all names and dates are indicated.   _____
The dates should be the same and be the date of departmental approval.

For more detailed information please see the Curriculum Handbook