Committee member checklist for reviewing a course/program proposal:

**Course proposal (Form A):**

_____ Is the course name correct?

_____ Are the units correct?

_____ Is there a justification?

_____ Does the course description conform to university policy?

_____ Are the prerequisites correct?

_____ Is the course classification number listed?

_____ If it is cross-listed, does it indicate which course it is cross-listed with?

_____ Are there clear learning outcomes and adequate assessment strategies?

_____ Is the portion under “for whom is this course being developed?” filled out?

_____ If the form indicates that the proposal causes an increase in resources, is there a description of resources attached and verification that said resources are available?

_____ Does the syllabus match the Form A with regard to units, course name, description, learning outcomes?

_____ If the proposal changes the course’s number, name or units and impacts the major, is there a corresponding Form B?

**Program Proposal (Form B):**

Does the front of Form B contain the following?:

_____ programmatic/fiscal impact on other academic units or departments? If there is an impact, there must be proof of consultation with the affected units (ex: e-mail)

_____ fiscal analysis of changes

_____ Is there a side-by-side analysis of old versus new program requirements?

*If there are any problems with the paperwork, contact the person who submitted the forms to clear any of the issues up prior to presenting the course or program at the committee meeting.*
If a syllabus is bring submitted, below is an outline of what it should include:

I. Catalog course description

II. Course content and objectives
   (Brief discursive overview of major topics and goals if different from I.)

III. Required texts
   (e.g. textbooks, class handouts, journals, newspapers, web pages, videos, etc.)

IV. Course format
   (e.g. lecture, lecture-discussion, seminar, composition, activity, studio, etc.)

V. Course requirements
   A. Class participation
   B. Examinations
   C. Research paper, term project, or short papers, etc.
   D. Attendance
   E. Other policies

VI. Student evaluation: how are the requirements in IV weighted in determining the course grade?
   (e.g. attendance 10%, midterm 23%, etc.)

VII. Semester outline
   (Course topics ordered weekly)