

Curriculum Subcommittee Review

PROGRAM PROPOSAL CHECKLIST

PROGRAM PROPOSAL INFORMATION	YES	NO
Is the TYPE OF PROGRAM information correct?		
Does the TITLE OF THE PROGRAM conform to formatting in the University Catalog? <small>*For example, titles should be listed as BA in [Program Title] not Bachelor of Arts in [Program Title].</small>		
Is the JUSTIFICATION adequate for either a new program or program change?		
Do the proposed changes call for edits to SMARTPLANNER ROADMAP ? *New programs will be required a roadmap for their new curriculum.		
Is there a CATALOG DESCRIPTION ?		
Are the TOTAL UNITS REQUIRED FOR PROGRAM included, clear, and correct at the top of the Program Description field?		
Does the PROGRAM DESCRIPTION MATCH THE PROPOSED LIST of courses?		
Can a student understand the information provided in the program description?		
Are program PREREQUISITIES OR OTHER CRITERIA FOR THE CONTINUATION IN THIS PROGRAM clearly indicated in the Admissions Requirements field?		
Do the EXISTING COURSE TITLES AND UNITS MATCH WITH COURSES IN ONLINE CURRENT CATALOG ? If not, is there a Form A proposal in Workflow matching what the Form B is proposing? *Course changes impacting program proposals should be submitted into Workflow and approved at the same time. If a Form A is needed, the Form B should be held until the course change proposal is reviewed.		
Do the NEW COURSE TITLES AND UNITS MATCH with submitted course proposals on the Program Requirements course list table? *New Courses may be displayed with (New Course Proposed) or (New Course Title Proposed) next to the course title in Course Tables in Curriculum Workflow. (For example, ENGL 6 Writing with Comics (New Course Proposed))		
Have all the NEW COURSES AND UNITS that a program might need also been submitted/approved in Curriculum Workflow?		
Is the MATH CORRECT for the unit count on the program?		
Could a change for this program have an IMPACT ON A COURSE OR PROGRAM IN ANOTHER DEPARTMENT OR COLLEGE ? <small>(Some courses are required for a program/degree in another department. For example, STAT 1 is a requirement for BUS majors. If Math were to make a change to the course, such as adding a pre-req or grade requirement or deleting the course, they would need to consult Business. If there is ANY overlap, consultation should be provided between the Departments.)</small>		
Do program changes affect pre-reqs or co-reqs for another course in the program/department/college?		
Do program changes affect pre-reqs or co-reqs for another course in another program/department/college?		
If so, did the chair contact the program/department/college and provide proof of consultation as an attachment to the proposal?		
If required: are an ASSESSMENT PLAN, CURRICULUM MAP, and 5 YEAR BUDGET attached? *Required for new programs and substantive changes		
If the program is a concentration, is it in compliance with EO 1071 ? *The courses required for a concentration do not comprise more than 50% of the courses required for the degree.		
Is the program entered on the Master Plan ?		

RECOMMENDATION OF CURRICULUM SUBCOMMITTEE:

Approve with no changes or other communications.

Approve contingent upon minor changes (one or two typos, one or two boxes need correcting, etc).

Comments:

Approve contingent upon small changes made by the departments.

Comments:

Hold, pending further clarification/communications from the department.

Comments:

Hold, pending approval of corresponding program proposal.

Comments:

Do not yet approve. Revisions necessary.

Comments: