

Curriculum Subcommittee Review Checklist
PROGRAM PROPOSAL

PROG/DEPT/COLLEGE: _____ **REVIEWER:** _____

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?		
Is there a PROGRAM 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 clearly indicated in the Admissions Requirements field?		
Do the EXISTING COURSE TITLES AND UNITS MATCH WITH COURSES IN ONLINE CURRENT CATALOG ?		
Do the NEW COURSE TITLES AND UNITS MATCH with (to be) submitted proposals on the side-by-side? <small>*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))</small>		
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.)</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?		

Comments: