

## College of Social Sciences and Interdisciplinary Studies

### Curriculum Committee

#### Course and Program Submission & Components Checklist

##### **I. Submitting Proposals**

###### **A. New Course Proposal**

- ✓ Complete and submit a Form A on CourseLeaf (Curriculum Workflow). For more information, visit the Curriculum Workflow website:  
<https://www.csus.edu/academicservices/curriculumworkflow/>
- ✓ Draft a Course Syllabus and attach to the Form A (see below for Syllabus checklist)
- ✓ Submit proposed course to the SSIS Curriculum Listserv two weeks prior to the next meeting (see SSIS Curriculum website for deadlines and meeting schedule:  
<https://www.csus.edu/ssis/committees/curriculum.html>)

###### **B. Course Change Proposal**

- ✓ Complete and submit a Form A on CourseLeaf (Curriculum Workflow). For more information, visit the Curriculum Workflow website:  
<https://www.csus.edu/academicservices/curriculumworkflow/>
- ✓ If course change is substantive\* draft a changed syllabus Draft a Course Syllabus and attach to the Form A (see below for Syllabus checklist)
  - \*Substantive changes include: 1) significant departure from existing catalog description; 2) number of units change; 3) moving from one classification to another
- ✓ Submit proposed course to the SSIS Curriculum Listserv two weeks prior to the next meeting (see SSIS Curriculum website for deadlines and meeting schedule:  
<https://www.csus.edu/ssis/committees/curriculum.html>)

###### **C. Course Deletion**

- ✓ Open the course to be deleted in CourseLeaf (Curriculum Workflow) and click the “deactivate” button. This will open up a form to complete. For more information, visit the Curriculum Workflow website: <https://www.csus.edu/academicservices/curriculumworkflow/>
- ✓ Submit proposed course deletion to the SSIS Curriculum Listserv two weeks prior to the next meeting (see SSIS Curriculum website for deadlines and meeting schedule:  
<https://www.csus.edu/ssis/committees/curriculum.html>)

###### **D. Program Proposal (New, Change or Deletion)**

- ✓ Complete and submit a Form B on CourseLeaf (Curriculum Workflow). For more information, visit the Curriculum Workflow website:  
<https://www.csus.edu/academicservices/curriculumworkflow/>. For program deletion, click “deactivate” and this will open up a form to complete.
- ✓ Submit proposed program to the SSIS Curriculum Listserv two weeks prior to the next meeting (see SSIS Curriculum website for deadlines and meeting schedule:  
<https://www.csus.edu/ssis/committees/curriculum.html>)

## II. Proposal Components

### A. Justification Statement

- ✓ Include adequate detail ~1-2 paragraphs
- ✓ Describe how the idea for this course/program or need for change arose
- ✓ Describe how the course fits into your overall curriculum
- ✓ Include proposal approval process at the program/department level
- ✓ Describe potential impact on students, resources, and other departments
  - Attach relevant department/program consultations in Form A.

### B. Syllabus Requirements

- ✓ Use Accessible Syllabus template for online courses (suggested for all other course types (traditional & hybrid), too) <https://www.csus.edu/atc/tools/instructional/templates.html>
- ✓ Course number and title
- ✓ Contact information (office hours and room number, phone extension, email address)
- ✓ Course description that corresponds with catalog description
- ✓ Prerequisites (if any)
- ✓ Learning objectives
- ✓ Required texts/readings, to the extent these are known
- ✓ Exams or other methods of evaluation matched to learning objectives, i.e., Research paper meets Objectives 1, 5.
- ✓ Grading system (weights of various components)
- ✓ Grading scale (A=93-100%...)
- ✓ Probable weekly course outline and assigned readings
- ✓ Review Accessibility Checklist <https://www.csus.edu/irt/accessibility/checklist.html>
- ✓ Attach completed syllabus to CourseLeaf Form A under the Expected Learning Outcomes section, "Attach a list of the required/recommended course readings and activities"