

(This checklist is used by the Office of Academic Affairs to review all curriculum proposals)

Please check all curriculum proposals for the following, and attach checklist to proposal. If proposal is missing the following, refer to Asst. VP for Undergraduate Studies

Proposal # _____ Proposal Name _____

For New Courses:

- Syllabus or course outline (with proposed course designator/number)
- Course's student learning outcomes
- A list of resources required to offer and support this course
- A description of how teaching this course will affect department staffing
- If 400/500 level course, an explanation of added expectations of graduate students
- Course description/bulletin copy

If GE or CD:

- Syllabus or course outline.
- Course's student learning outcomes associated with each GE competency or CD designation.
- List of strategies to be used to assess students' achievement of each GE competency or CD designation.
- For Writing Intensive Courses, attach a description of the kind and quantity of writing
- For Upper Division Courses, include a description of the respects in which it is broad and general rather than narrow and specific, and so suitable as GE.

For New Programs or Redesigned Programs:

- Student learning outcomes for the program.
- Minutes from department and college curriculum meetings in which action was taken on this proposal.
- Program Assessment Plan. Forms are available on the Academic Affairs Web site.
- List of program requirements for **New** programs, or a list of **Current** and **Proposed** program requirements for **Redesigned** programs.
- A list of resources required to offer and support this program.
- A description of how offering this program will affect department staffing.
- A list of additional library holdings required for this program.

For all proposals:

- Bulletin copy should not exceed 40 words for courses or 100 words for programs.
- Appropriate signatures are in place.