

New Curriculum/Certificate Checklist

- Projected term offered date (will the proposal meet the [deadline](#) for the term?)
- Rationale/need for program – Does the curriculum align with needs of targeted market?
- Is the program name reflecting the curriculum?
- New courses proposed? If yes, these need to be approved prior to or along with the curriculum.
- Impact on other units.** What other colleges, departments, stakeholders have you consulted about the program proposal? Contact Associate Deans for Graduate School to confirm impact accurately stated. Document statements of “no impact” from other units in Curriculog.
- CIP code (if not included, you need to contact [Office of Reporting and Analytics](#))
- Assessment/SLOs – (1) Contact the office of assessment for help with the assessment plan development. (2) Submit assessment plan as a separate document with all the needed supporting documents. (3) Use the revised Bloom’s Taxonomy to develop SLOs and make sure the alignment between learning outcomes and SLOs is clear and backed with rigorous assessment measures/data. (4) Consider adding long-term program assessment plan which will come in handy when the program is due on mid and full circle reviews.
- List and Outline of core courses, electives with syllabus for each course
- Number of credit hours needed to complete program needs to be listed. Also, if this is a change to a curriculum, do the credit hours total up accurately in either the sections or semesters to meet the overall total?
- Are new faculty hires or other budgetary items needed?

- Will current course rotation allow students to complete requirements in a timely fashion?

New Degree Programs only

- Provide statement from Library and other affected offices that need to support the program with program support information
- Are all courses developed for the program?
- Is the new program [form](#) completed, as required by the Board?

New Course Checklist

- Rationale and need for new course
- Impact on other colleges or departments? Discuss with Associate Deans of Colleges and Grad School. Are statements of “no impact” from other units documented and included in Curriculog?
- If there is a change in prefix, number or title, does this affect other units? If yes, contact the units and provide statement of support from them.
- Credit hours – do the number of credit hours proposed match the class requirements?
- Course description – does it summarize the goal of the course? It is too short or long? Any grammar or spelling errors?
- Prerequisites for course – why the need for prerequisites? Normally graduate courses do not list prerequisites.
- Projected term offered date (will the proposal meet the [deadline](#) for the term?)
- If co-taught with an undergraduate course, provide information in the syllabi how the graduate student assessment differs from the undergrad student assignment (800-900 courses are only grad courses)

Expedited Curriculum/Course Changes

- Are expedited criteria met?