**Course Proposal Checklist for Academic Councils**

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| Course Prefix and Number: | Course Title: |
| Contact Person Name:  Contact Person Email: | Reviewer:  Reviewer: |

|  |  |
| --- | --- |
| **General Course Information** | |
| Course prefix and number on proposal form and syllabus match | Yes No N/A |
| Full title of the course on the proposal form and attached syllabus match | Yes No |
| Course prerequisites listed on the proposal form and attached syllabus match[[1]](#endnote-1) | Yes No N/A |
| Number of credit hours on the proposal form (whole numbers) match contact hours[[2]](#endnote-2) | Yes No |
| Materials/fees are listed in the syllabus and the bulletin course description | Yes No N/A |
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| **General Proposal Information** | |
| Course is not a duplication of another course already offered on campus[[3]](#endnote-3) | Yes No |
| Course housed in proper college (may require agreement from other colleges) | Yes No |
| Bulletin description on proposal form is a succinct summary of the course | Yes No |
| Distance Learning form is appropriately filled out | Yes No N/A |
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| **Syllabus Review** | |
| Meeting patterns listed on the syllabus meet the guidelines[[4]](#endnote-4) | Yes No N/A |
| Course description is at least the bulletin description (can be longer, more detailed) | Yes No |
| Student learning outcomes are measurable[[5]](#endnote-5) | Yes No |
| Student learning outcomes reflect the level of the course | Yes No |
| Outline of possible content matches course description | Yes No |
| Assignments/assessments reflect the level of the course | Yes No |
| Student learning outcomes align to the course components and assessments | Yes No |
| Penalty for absences conforms to Senate rules | Yes No N/A |
| Differentiation in assignments and/or grading scale for undergrad vs grad students | Yes No N/A |
| GCCR Course? (4,500 words min., and 10 min. oral or Visual Art., Draft/Feedback/Rev.) | Yes No N/A |

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| **Course Policies Courtesy Check[[6]](#endnote-6):** *Is boilerplate used or otherwise in compliance with Senate Rules?* | |
| Transcript (shortened title) is 40 characters or less including spaces | Yes No |
| Midterm statement for undergraduate students | Yes No |
| Policy on academic accommodations due to disability | Yes No |
| Attendance policy[[7]](#endnote-7) | Yes No |
| Excused absences (check 20% rule is updated) | Yes No |
| Make-up work opportunities[[8]](#endnote-8) | Yes No |
| Verification of absences | Yes No |
| Academic integrity, cheating & plagiarism | Yes No |
| **If no to any of the above, let proposer know but vote at Academic Council can move forward.** | |

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| **Proposal Status for Council[[9]](#endnote-9)** | |
| Ready to be presented for a vote to approve | Yes No |
| Ready to be presented for a vote to reject[[10]](#endnote-10) | Yes No |
| Ready to be presented for discussion at a meeting | Yes No |

**Review Notes:**

1. Syllabus does not have to list the prerequisites, but if they are listed, they must match. [↑](#endnote-ref-1)
2. Contact hours per credit hour vary by type. For lecture and seminars, it is a 1:1 ratio (1 hour of lecture=1 credit hour). For lab, it is 2:1 (2 hours of lab = 1 credit hour). For practicum and research it is 3:1 (3 contact hours per week = 1 credit hour). Other types can be checked in the Senate Rules. [↑](#endnote-ref-2)
3. This is to the best of your knowledge, and advice from the committee can be sought. [↑](#endnote-ref-3)
4. This may be not applicable if meeting patterns are not listed on the syllabus (still to be determined). [↑](#endnote-ref-4)
5. Senate syllabus template includes an Appendix of Bloom’s Taxonomy of Cognitive Learning, and Action Verbs that may be appropriate for student learning outcomes. [↑](#endnote-ref-5)
6. The boilerplate is available on the Senate’s website in the syllabus template. [↑](#endnote-ref-6)
7. An attendance policy is not required, but if one is present, it cannot conflict with the Senate Rules. If a syllabus does not have an attendance policy, then one does not exist (i.e., a student cannot be penalized for absences if there is not an attendance policy). [↑](#endnote-ref-7)
8. Students with an excused absence have at least one week after they return to class to produce an excuse; the instructor MUST work with the student to allow the student to complete the missed work – ideally within the same semester [↑](#endnote-ref-8)
9. This is just for reviewers to track for themselves. [↑](#endnote-ref-9)
10. This could be a course that might need to be sent back to the proposer because the issues are so big or the proposer is not responding to requests or refusing to fix key elements. [↑](#endnote-ref-10)