**Course Proposal Checklist for Academic Councils**

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

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| **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)