**Program Proposal Checklist for Academic Councils**

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| Program Name: | |
| Contact Person Name:  Contact Person Email: | Reviewer:  Reviewer: |

|  |  |
| --- | --- |
| **General Program Information** | |
| Proposal is submitted using approved forms/formats | Yes No |
| If a significant financial/resource need is noted within the proposal, the letter from the dean addresses it | Yes No N/A |
| All required uploads are included | Yes No |
| All required fields have responses | Yes No |
| Program is not a duplication of another program already offered on campus[[1]](#endnote-1) | Yes No |
| Program housed in proper college and department (may require agreement from other colleges) | Yes No |
| Appropriate plan in place to advise students in the program | Yes No |
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| **Curriculum Review** | |
| The progression of rigor and complexity of courses is appropriate | Yes No |
| All the related course proposals have been received/reviewed by the Academic Council | Yes No N/A |
| Course information (prefix and number, title, number of credit hours, etc.) on the proposal is accurate (as compared to Curriculog, the undergraduate Bulletin, etc.) | Yes No |
| Required and elective courses are the appropriate level (for example, undergraduate degrees cannot require graduate-level courses) | Yes No |
| Student learning outcomes are measurable[[2]](#endnote-2) and describe what students will be able to do after completing the program | Yes No |
| Program outcomes are assessed on admissions, retention, and completion of the program | Yes No |
| Program assessment plan is narrowed to several student learning outcomes, and the proposed data reporting is manageable and sustainable | Yes No |
| Letters/emails of support are provided for any borrowed courses and explicitly name the borrowed course(s) | Yes No N/A |
| GCCR program form is completed and attached in Curriculog | Yes No N/A |
| GCCR requirements are met (one specific program SLO for C&C outcomes; assessment plan for both the writing and oral or visual components of the GCCR; clear goals, rubrics, and revision plans for GCCR implementation) | Yes No N/A |

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| **Proposal Status for Council[[3]](#endnote-3)** | |
| Ready to be presented for a vote to approve | Yes No |
| Ready to be presented for a vote to reject[[4]](#endnote-4) | Yes No |
| Ready to be presented for discussion at a meeting | Yes No |

**Review Notes:**

1. This is to the best of your knowledge, and advice from the committee can be sought. [↑](#endnote-ref-1)
2. 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-2)
3. This is just for reviewers to track for themselves. [↑](#endnote-ref-3)
4. This could be a program 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-4)