

## Curriculum Review Checklist

All proposals must meet the following criteria to be included on the GSC agenda. These criteria should also guide GSC reviewers.

- The proposal needs to be complete, clear, and consistent. All required fields must be filled out.
- Dates for implementation must be correct in accordance with the section on GSC Curriculum Review Cycle in the [GSC SOP](#).
- If there is any change to the Course Description, the [catalog](#) Course Description must be filled out completely. The Course Description should include:
  - Prerequisites/co-requisites/recommended preparatory courses
  - A brief summary of the content of the course
  - Contact Hours if the course has a C-factor that is not C1-C6 (see [Course Classification Guide](#) for contact hours)
  - Whether the course is repeatable
  - Whether the course is available for graduate credit (400-level only)
  - See [Sample Course Descriptions](#) for examples.

Note: The catalog Course Description should be identical between the OnBase form and the attached syllabus.

- Resource impact should be thoroughly explored and explained, in accordance with [GSC SOP](#) Appendix A.
- Any proposal that changes course content or SLOs must include a syllabus that details all elements outlined in the [Syllabus Policy](#).
- The syllabus should not specify that the course is online unless the department always intends to offer the course in this modality.
- Curriculum proposals for 400-level courses should state, "Available for graduate credit" in the Course Description, and the syllabus should describe the difference if there are any expectations for graduate students as compared to undergraduate students.
- The proposal should include information on how the course satisfies learning outcomes, unless this is specifically not required by the conditions in the section on Learning Outcomes and Methods of Assessment in Curriculum Proposals in the [GSC SOP](#).
- New course proposals should contain a selected bibliography, including recent scholarship when relevant, that helps this committee understand where the body of knowledge that the course content is drawn from.
- Early implementation is only granted in unusual circumstances, which must be explained clearly in the justification.
- Curricular consultation should have been done in accordance with [GSC SOP](#) Appendix B.