

## Curriculum Review Checklist

All proposals must meet the following criteria to be included on the EPC agenda.

- The proposal needs to be complete, all required fields must be filled out.
- Dates for implementation must be correct in accordance with [EPC SOP](#).\*
- If there is a change to any information specified in the [catalog](#), the catalog course description must be filled out completely. This includes:
  - Prerequisites/co-requisites/recommended preparatory
  - The course description
  - Meeting time if the course has a C-factor that is not C1-C6 (see [Course Classification Guide](#) for contact hours)
  - If GE credit is available, including if the course is WI or IC
  - If the course is repeatable
  - If the course is available for graduate credit (400-level only)
- Resource impact should be thoroughly explored and explained, in accordance with EPC SOP Appendix A.
- The proposal should include a syllabus and information on how the course satisfies Program learning outcomes unless it is specifically not required by the conditions in EPC SOP Appendix B. The syllabus must include all elements outlined in the [Syllabus Policy](#).
- 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.
- If the course is a GE course, please explain how the appropriate [GE Goals and SLOs](#) are being met by this course in accordance with EPC SOP Appendix C. Subject Explorations must meet at least two SLOs; Basic Subjects, WI and IC must meet all SLOs.
- The proposal should outline both how assessment activities have contributed to the proposal and how the curriculum proposal will fit into the program and/or GE assessment program unless it is specifically not required by the conditions in EPC SOP Appendix B. This information may be provided on a matrix or in narrative form.
- \*If early implementation is requested, the course must meet one of the two criteria, as explained in EPC SOP Appendix E, and this must be explained clearly in the justification.
- Curricular consultation should have been done in accordance with EPC SOP Appendix F.