

## Criteria for Evaluation of Curriculum Proposals

(By signing the proposal, the Department and Dean have indicated that these standards have been met)

**Actionable:** Proposal is explicit and complete enough to be acted upon as is (inclusion of Guide for implementation of all proposed changes: Catalog updates, new MRS, PeopleSoft data entry information)

*Verified by Curriculum office* (the Curriculum office will work with them through drafts)

**Sustainable:** Proposal identifies resource issues that might have been a factor and that the Dean and the Department have verified that they can meet those needs (faculty expertise & hours, additional equipment, etc.)

Signatures as documentation

Discussion in Section 2 if needed (overview)

*Verified by the Dean's signature*

**Logical:** Proposal demonstrates the changes addresses the needs of the students within disciplinary or employment expectations, i.e. there is an alignment of course to major outcomes & assignments to course outcome

Has some explanation of rationale for changes to curriculum in Section 2 and (for new courses) includes a Syllabus that:

- Has course outcomes that lead to needed student abilities and knowledge (major/dept outcomes)
- Shows typical assignments and how work could be evaluated

*Evaluated by Curriculum Council* \_\_\_\_

**Workable:** Proposal demonstrates the changes can work within a typical student's semester allotment constraints

MRS and sample MAP

*Evaluated by Curriculum Council* \_\_\_\_

**Avoids unforeseen complications for others:** Proposal demonstrates that the changes that affect other departments have been considered and other departments have been notified, consulted, and given a chance to make a statement to the UCC, if desired

Signature of another department chair or dean if needed

Discussion of the issue in Section 2 (overview)

*Evaluated by Curriculum Council* \_\_\_\_

If the Curriculum Council feels these standards are not met then:

Will send it back to the Department Chair for revision with comments. The department can revise or appeal to a combined meeting of the Curriculum and Deans' Council. Likewise the UCC can take an irresolvable issue to the combined meeting.

Approved by the Deans' Council and Curriculum Council on 2/27/12