CURRICULUM PROPOSAL CHECKLIST
FOR CURRICULUM COMMITTEE DIVISIONAL REPRESENTATIVES

FOR ALL FORMS:

_______ All appropriate changes are correctly indicated.

_______ All calculations are correct (units, hours, TLUs, distance learning activity and content hours, etc.).

_______ Any number or title changes are appropriate and approved by the Scheduling Office.

_______ Pre-requisite, co-requisite and advisory form contains three signatures and checks on all forms; Limitation on Enrollment form contains three signatures.

_______ Distance Learning forms (with content and activity hours clearly defined) are filled out completely and correctly.

_______ Course-of-Study Outlines [COSOs] are up-to-date with:
☑ objectives measurable and in list form;
☑ methods of instruction clearly stated;
☑ discipline correct according to disciplines list;
☑ all texts listed include dates.

_______ Descriptions for Schedule of Classes on the form and the course-of-study outline are not more than 27 words.

_______ For course modifications, the old course-of-study outlines are included and changes are clearly designated on the old course-of-study outlines.

_______ For program modifications, the catalog copy and curriculum guides (counseling sheets) with changes indicated are included.

_______ For new programs, all State Chancellor’s Office requirements have been met. (Packet available from Senate Secretary in A117, ext. 2217.

_______ For internships, packet is complete with appropriate substitutions of discipline and coordinator.

Signature of Divisional Representative: ______________________________

AS-Jm:CURR Proposal Checklist