

CURRICULUM PROPOSAL CHECKLIST

Curriculum changes have been discussed with:

Check all that apply:

- Faculty members in the discipline
- Faculty members in related disciplines who may be impacted by change
- Program Coordinators who may be impacted by the curriculum change
- Transfer counselor
- Advisory committee

Checklist for change to a course

- Circle one: new course modification termination
- Check for Common Course Number (new courses)
- Reason for change – include a rationale for proposed change including benefit to other programs
- Syllabus for new or modified course attached using standardized format (contact and credit hours must be clearly presented). Outcomes have been reviewed if a course is modified to ensure that they are still accurate.
- Prerequisites are clearly stated for course changes
- Special cost factors should be included such as new equipment purchases

Checklist for new program or certificate program

- Circle one: new program program modification program termination
- Summary sheet and rationale for proposed change
- Specific program or certificate outcomes are present
- Indicate if this is a transfer or career program
Provide specific transfer institutions accepting credits
Provide evidence that there are employer willing to hire students who have completed the degree or certificate
- Provide evidence of student demand and include information and location for similar programs in Connecticut
- Indicate whether external accreditation is required
- Program prerequisites are clearly stated
- Provide a summary of expenses required for this program or certificate
- Indicate staffing requirements to implement the new certificate or program
- Are existing library holding adequate for the inclusion of the new program or certificate

Tracking sheet has been signed by the Division Director and Academic Dean