

## Department Chair Curriculum Approval Guidelines

This table details the items that will be reviewed at the Department Chair step of the Curriculum Cycle.

<b>Program, Minor, and Certificate Proposals:</b>	
<input type="checkbox"/>	The department chair ensures that the proposed changes can be implemented with consideration for budget impacts.
<input type="checkbox"/>	The department chair ensures that the proposed changes align with the department's mission and goals.
<input type="checkbox"/>	The department chair ensures that all possible impacted parties have been informed of the proposed changes.
<input type="checkbox"/>	The department chair ensures that the attached documentation is correct and justification for a premium priced program is appropriate (Graduate programs only).
<input type="checkbox"/>	The department chair ensures that the proposed timeline reflects the department's needs.
<input type="checkbox"/>	The department chair ensures that the resources and faculty are available to implement the additional avenues of delivery (if applicable).
<input type="checkbox"/>	The department chair ensures that the proposal demonstrates a contribution to KSU's strategic plan and mission.
<input type="checkbox"/>	The department chair ensures that the resources are available to support the program's administrative structure.
<input type="checkbox"/>	The department chair ensures that the impacts of targeting specific students for the program have been considered, especially on other programs.
<b>Course Proposals:</b>	
<input type="checkbox"/>	The department chair ensures that the proposed changes can be implemented with consideration for budget impacts.
<input type="checkbox"/>	The department chair ensures that the proposed changes align with the department's mission and goals.
<input type="checkbox"/>	The department chair ensures that the proposed timeline reflects the department's needs.
<input type="checkbox"/>	The department chair ensures that the resources are available to support the course delivery method(s) selected.
<input type="checkbox"/>	The department chair ensures that the proposed changes can be implemented and that all possible impacted parties have been informed of the proposed changes.
<input type="checkbox"/>	The department chair confirms the degrees and disciplines of the faculty approved to teach the course.
<input type="checkbox"/>	The department chair confirms that the department has the resources to offer a General Education Core Curriculum course regularly (General Education Area A-E course proposals only).
<input type="checkbox"/>	The department chair ensures that any resources mentioned as necessary to assess a new course are available, including personnel resources (new course proposals only).

<input type="checkbox"/>	The department chair ensures that the attached course fee form is complete and that the justification for a course fee is appropriate (if applicable).
<input type="checkbox"/>	The department chair ensures that there are resources to support the proposed workload for teaching the course and may clarify faculty impact or need.
<input type="checkbox"/>	The department chair agrees with the list of required equipment and may explain how intended purchases will be paid for (if applicable).
<input type="checkbox"/>	The department chair may note how any needed acquisitions from the library will be addressed (if applicable).
<input type="checkbox"/>	The department chair speaks to any required equipment and its effect on the department's ability to offer the course.
<input type="checkbox"/>	The department chair notes any resource concerns or space requirements that might affect the department's ability to offer the course.