

## Department Curriculum Committee Curriculum Approval Guidelines

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

<b>Program, Minor, and Certificate Proposals:</b>	
<input type="checkbox"/>	The department committee ensures that the proposed changes can be implemented and identifies all possible impacted parties.
<input type="checkbox"/>	The department committee ensures that the proposed timeline reflects the program's needs.
<input type="checkbox"/>	The department committee ensure that the proposed changes are in alignment with department's mission and goals.
<input type="checkbox"/>	The department committee finds the rationale for the proposed premium priced program necessary and appropriate (Graduate programs only).
<input type="checkbox"/>	The department committee ensures that all aspects of an off-campus site have been considered (if applicable).
<input type="checkbox"/>	The department committee ensures that the justification for the proposed changes are reasonable and ensures that all possible impacts on students have been considered.
<input type="checkbox"/>	The department committee reviews the attached side by side document to ensure that all changes are identified, all credit hours are correct, and all prerequisites and required coursework are accounted for.
<input type="checkbox"/>	The department committee determines that the program's catalog description is accurate and checks for spelling and grammar.
<input type="checkbox"/>	The department committee ensures that the proposed change(s) demonstrate a continued commitment to rigor and quality.
<input type="checkbox"/>	The department committee ensures that the proposal demonstrates a contribution to KSU's strategic plan and mission.
<input type="checkbox"/>	The department committee ensures that the administrative structure described in the proposal is accurate.
<input type="checkbox"/>	The department committee ensures the that the evidence provided includes knowledge of the literature and engagement in research, and that such evidence is compelling and comprehensive (Graduate programs only).
<input type="checkbox"/>	The department committee ensures that the learning outcomes are aligned with the program.
<input type="checkbox"/>	The department committee ensures that the assessment plan considers all proposed program changes.
<input type="checkbox"/>	The department committee finds the rationale for the career path of students in the program compelling and complete.
<input type="checkbox"/>	The department committee ensures that the attached Academic Program Map is accurate and complete.
<b>Course Proposals:</b>	
<input type="checkbox"/>	The department committee ensures that the proposed changes align with the program's mission and goals.

<input type="checkbox"/>	The department committee ensures that the proposed timeline reflects the program's needs.
<input type="checkbox"/>	The department committee determines that a course discontinuation is justified and appropriate for the program (if applicable).
<input type="checkbox"/>	The department committee determines that the proposed course content reflects the course classification.
<input type="checkbox"/>	The department committee ensures that course content aligns with the course number and that this course is in alignment with other program courses in the numbering range.
<input type="checkbox"/>	The department committee reviews the proposed course content to ensure that the correct number of credit hours are assigned.
<input type="checkbox"/>	The department committee ensures that the prerequisite/corequisite/concurrent requirements are relevant and appropriate for the course and will not cause progression issues or other delays for students. The department committee reviews the prerequisites and ensures that all proposed prerequisites are necessary and appropriate.
<input type="checkbox"/>	The department committee ensures that the catalog description is accurate and checks for spelling and grammar.
<input type="checkbox"/>	The department committee ensures that the proposed course offering schedule meets the program's needs.
<input type="checkbox"/>	The department committee ensures that the proposed content and delivery method align, meet the needs of the program, and are reflected in the attached syllabus.
<input type="checkbox"/>	The department committee ensures that all aspects of an off-campus site have been considered (if applicable).
<input type="checkbox"/>	The department committee ensures that the course title for the transcript reflects the course content to a general audience.
<input type="checkbox"/>	The department committee determines that grading structure is appropriate to the course content.
<input type="checkbox"/>	The department committee ensures that repeatability of the course is appropriate and aligned with program requirements (if applicable).
<input type="checkbox"/>	The department committee concurs that this course meets the requirements to satisfy the RHSC deficiencies (if applicable).
<input type="checkbox"/>	The department committee ensures that the course content is reflective of a General Education Core Curriculum course (General Education Area A-E course proposals only).
<input type="checkbox"/>	The department committee ensures that the attached syllabus is accurate and aligned with any departmental requirements.
<input type="checkbox"/>	The department committee ensures that the justification for the course demonstrates a continued commitment to rigor and quality.
<input type="checkbox"/>	The department committee finds that the proposed course fees are necessary and appropriate (if applicable).
<input type="checkbox"/>	The department committee ensures that the explanation of who will be teaching the course and the impact on faculty workload are accurate.
<input type="checkbox"/>	The department committee ensures that any request(s) for technology, library resources, or equipment are accurate and complete and determine if any deficiencies in these requests would prevent the course from being effectively taught in its proposed format.