



“WHO REVIEWS WHAT” FOR COURSE PROPOSALS

KEY
1. Originator
2. Initial Reviewer
3. Department Curriculum Committee
4. Department Chair
5. College Curriculum Committee
6. College Dean
7. Curriculum Support Office
8. Undergraduate Policies and Curriculum Committee
9. Graduate Policies and Curriculum Committee
10. Other (Faculty Affairs, EPCC, Fiscal Services, General Education Council, etc.)
11. Provost or Provost Designee

Curriculog question:	1	2	3	4	5	6	7	8	9	10	11	What each level should consider:
Proposed Changes (Existing Course)												<ul style="list-style-type: none"> The faculty originator uploads all supporting documentation and completes all answers. The initial reviewer ensures that the proposal is on the correct proposal version and type for the changes being requested, and that all required supporting documentation is included and consistent with the proposal. The initial reviewer checks the proposal for accuracy as well as for basic formatting and grammar errors. If changes may involve BOR and/or KSU policy, the initial reviewer contacts any additional levels of review needed including but not limited to the curriculum support office, accreditation, assessment, or registrar. The department committee ensures that the proposed changes align with the program’s mission and goals. The department chair ensures that the proposed changes can be implemented with consideration for budget impacts. The department chair ensures that the proposed changes align with the department’s mission and goals. The college curriculum committee determines the quality of the proposed changes and looks for content overlap within the college. The college dean ensures that the proposed changes align with the college’s mission and goals. The dean ensures that the instructional and other resources needed to implement the proposed changes are available. The CSO office ensures that the proposed changes align with BOR and/or KSU policy. The CSO office ensures that all required supporting documentation is included and consistent with the proposal. The CSO office ensures that the requested changes can be functionally implemented. The university level committee considers overlap with other courses. If a proposal is for a teacher education course outside of Bagwell it will be reviewed by EPCC and BCOE Dean. The Provost or Provost designee reviews the proposal for accuracy and ensures that all possible impacted parties have been informed of the proposed changes.

Curriculog question:	1	2	3	4	5	6	7	8	9	10	11	What each level should consider:
Implementation Term/Year												<ul style="list-style-type: none"> The faculty originator ensures that the proposed implementation year is possible after consulting the curriculum deadlines for the current academic year cycle. The initial reviewer ensures that the implementation date is possible. The department committee ensures that the proposed timeline reflects the program's needs. The department chair ensures that the proposed timeline reflects the department's needs. The CSO office ensures that the proposed timeline is possible. The Registrar's office reviews at CSO level to confirm that the course implementation is possible as proposed. The Provost or Provost designee ensures that the course can be implemented at the requested date, and if not, works with the program to alter the implementation date as needed.
Type of Course (New Course)												<ul style="list-style-type: none"> The faculty originator determines what activities students will be doing (lecture-based, directed study, field experience, etc.). This will be used to calculate the correct number of credit hours and determine the credit hour ratio. The initial reviewer ensures that the answer is complete.
I have completed and attached an impact report for this course (Existing Course)												<ul style="list-style-type: none"> The faculty originator runs the impact report and attaches it to the proposal. All programs noted as impacted need to be contacted and documentation of this notification attached to the proposal. The initial reviewer ensures that all documentation is attached and complete.
Impact of Changes: I have conferred with other departments that might be impacted by these changes. Or Impact of Changes: The changes identified in this proposal do not impact offerings in other departments. (Existing Courses)												<ul style="list-style-type: none"> The faculty originator ensures that all documentation is attached or attests that none is needed. The initial reviewer ensures that all documentation is complete and accurate. The CSO office ensures that all points of impact have been considered. The university level committee ensures a lack of conflict with other courses and programs.
Justification for Discontinuation (Course Discontinuation)												<ul style="list-style-type: none"> The faculty originator completes this question with as much supporting documentation as necessary. The initial reviewer ensures that the answer is complete.

Curriculog question:	1	2	3	4	5	6	7	8	9	10	11	What each level should consider:
												<ul style="list-style-type: none"> ■ The department committee determines that a course discontinuation is justified and appropriate for the program. ■ The CSO office ensures that discontinuing a course does not adversely affect other programs nor does it cause changes within the program that violate BOR and KSU policy. ■ The university level committee reviews the proposed justification and considers the impact of discontinuing the course.
Classification of Course												<ul style="list-style-type: none"> ■ The faculty originator identifies the course as a lower-level or upper-level undergraduate, master, doctorate, or other postbaccalaureate course. ■ The initial reviewer ensures that the answer is complete. ■ The department committee determines that the proposed course content reflects the course classification. ■ The university level committee reviews the proposed course requirements to determine whether the proposed course classification is consistent across campus.
Please identify all programs that will be impacted, and indicate where in the curriculum this course will be used: (New Course)												<ul style="list-style-type: none"> ■ The faculty originator identifies which programs that will use the proposed course, as impact reports cannot be run for new courses. Depending on how the course is used in other programs, those programs may require a program proposal to add the course. ■ The initial reviewer ensures that all documentation is complete and accurate. ■ The CSO office ensures that all impact has been considered. ■ The university level committee ensures a lack of conflict with other courses and programs.
Is this a teacher education proposal originating from outside the Bagwell College of Education?												<ul style="list-style-type: none"> ■ The faculty originator determines if a proposal meets this criterion to ensure proper routing. ■ The initial reviewer ensures that the box is checked. ■ The CSO office checks that the proposal is routed correctly. ■ If a program is a teacher education proposal outside of Bagwell it will be reviewed by EPCC and the BCOE Dean.

Curriculog question:	1	2	3	4	5	6	7	8	9	10	11	What each level should consider:
Level of Course												<ul style="list-style-type: none"> The faculty originator checks if it is an undergraduate or graduate course to ensure proposal is routed correctly. The initial reviewer ensures that the answer is complete. The CSO office ensures that the proposal is routed correctly.
Prefix, Number, Title												<ul style="list-style-type: none"> The faculty originator checks to ensure that proposed number is aligned with KSU and BOR policy, and that prefix and title are appropriate and understandable to a general audience. If this is a new course, the faculty originator ensures that the course number and prefix have not been previously used. The initial reviewer ensures that the answer is complete, and that the course number aligns with KSU and BOR policy. The department committee ensure that course content aligns with the course number and that this course is in alignment with other program courses in this numbering range. The CSO office ensures that the proposed changes align with BOR and KSU policy on course numbering. The university level committee evaluates the proposed course to ensure that the content reflects the course level. The university level committee ensures that the prefix and course number do not duplicate or overlap with existing courses across campus.
Lecture/Lab/Credit Hours												<ul style="list-style-type: none"> The faculty originator ensures that the lecture and/or lab hours meet the minimum amount of contact hours for the credit hours assigned to the course. The initial reviewer ensures that the answer is complete. The department committee reviews the proposed course content to ensure that the correct number of credit hours are assigned. The college curriculum committee determines that the credit hours assigned for the proposed coursework are in alignment within the college. The university level committee ensures that the credit hours assigned for the proposed coursework are in alignment across campus.

Curriculog question:	1	2	3	4	5	6	7	8	9	10	11	What each level should consider:
Prerequisites/Concurrent Prerequisites/ Corequisites												<ul style="list-style-type: none"> ■ The faculty originator determines if certain knowledges are required for students to be successful in the proposed course and notes them. ■ The initial reviewer ensures that the answer is complete. If there is concern about the functionality of the proposed requirements the initial reviewer seeks additional feedback from CSO office and/ or registrar's office. ■ 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 CSO office ensures that the proposed course requirements can be functionally implemented and programmed. The CSO office ensures that the use of these requirements follow BOR and KSU policy. The CSO office ensures that any prerequisites are not "hidden" or adding to program credit hours. ■ The university level committee reviews the proposed requirements to ensure that they are reasonable and justified.
Catalog Description												<ul style="list-style-type: none"> ■ The faculty originator imports the current catalog description and makes any edits for current course and writes a description for new courses. The catalog description must be consistent in all accompanying documentation. ■ The initial reviewer ensures that the formatting in the proposed catalog description is consistent with catalog formatting requirements and in all documentation. The initial reviewer will check for basic spelling and grammar errors. ■ The department committee ensures that the catalog description is accurate and checks for spelling and grammar. ■ The CSO office ensures that the proposed course description is free of typos and grammar errors. The CSO office will clarify any concerns about content or wording.

Curriculog question:	1	2	3	4	5	6	7	8	9	10	11	What each level should consider:
How often will this course be offered?												<ul style="list-style-type: none"> The faculty originator determines when the proposed course will be offered, taking into account the course prerequisite and/or concurrent requirements, use in programs, etc. The initial reviewer ensures that the answer is complete. The department committee ensures that the proposed offering schedule meets the program's needs. The college curriculum committee considers if the course offering meets the requirements of other programs utilizing the course within the college, if applicable. The CSO office ensures that the offering schedule is in alignment with the rest of the proposal. The university level committee ensures that the offering is in alignment with the rest of the proposal.
Type of Delivery												<ul style="list-style-type: none"> The faculty originator determines and selects the type of delivery. The initial reviewer ensures that the answer is complete, and that supporting documentation aligns with delivery type(s) selected. 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. The department chair ensures that the resources are available to support the course delivery method(s) selected. The Provost or Provost designee ensures that course can be offered with the resources noted in proposal.
If hybrid, please indicate the amount of content that will be delivered online												<ul style="list-style-type: none"> The faculty originator indicates a response and ensures that supporting documentation align with course delivery type. The initial reviewer ensures that the answer is complete. The department committee ensures that the proposed content and delivery method align and meet the needs of the program.

Curriculog question:	1	2	3	4	5	6	7	8	9	10	11	What each level should consider:
Off-Campus Instructional Site (If Applicable)												<ul style="list-style-type: none"> ■ The faculty originator completes if applicable. ■ The initial reviewer ensures that the answer is complete and aligns with the proposal. ■ The department committee ensures that all aspects of an off-campus site have been considered. ■ The department chair ensures that the proposed changes can be implemented and that all possible impacted parties have been informed of the proposed changes. ■ The college curriculum committee determines that the impact of the proposed changes have been fully considered for the college. ■ The CSO office ensures that the proposed changes align with BOR and KSU policy. ■ The university level committee ensures a lack of conflict with other courses and programs.
Course Title for Transcript Label												<ul style="list-style-type: none"> ■ The faculty originator creates a 30-character limit (including spaces) title to appear on transcripts. ■ The initial reviewer ensures that the answer is complete. ■ The department committee ensures that the course title for the transcript reflects the course content to a general audience.
Grading Structure												<ul style="list-style-type: none"> ■ The faculty originator determines grading structure. ■ The initial reviewer ensures that the answer is complete and that it appears that the course meets the BOR and KSU policy on what types of courses can have a pass/fail grading structure. ■ The department committee determines that grading structure is appropriate to the course content. ■ The CSO office ensures that the proposed changes align with BOR and KSU policy.
Can a student take this course multiple times, each attempt counting separately toward graduation?												<ul style="list-style-type: none"> ■ The faculty originator determines the repeatability of the course. ■ Initial reviewer ensures that the answer is complete. ■ The department committee ensures that repeatability of the course is appropriate and aligned with program requirements.

Curriculog question:	1	2	3	4	5	6	7	8	9	10	11	What each level should consider:
Undergraduate Courses Only: Is this course used to satisfy Required High School Curriculum (RHSC) deficiencies?												<ul style="list-style-type: none"> The faculty originator determines if this course meets these requirements. The initial reviewer ensures that the answer is complete. The department committee concurs that this course meets the requirements. The college curriculum committee determines that this course meets the requirements.
CIP Course Code												<ul style="list-style-type: none"> The CSO office enters the course CIP codes.
Please indicate all faculty approved degrees required to teach this course (new course)												<ul style="list-style-type: none"> The faculty originator enters faculty degrees and disciplines. The initial reviewer ensures that the answer is complete. The department chair confirms the degrees and disciplines. The CSO office adds CIP codes to degrees listed. Faculty affairs reviews degrees and disciplines.
Will this course be included in the General Education Core Curriculum (A-E)? If yes: I have completed and attached the USG Core Course Proposal Form												<ul style="list-style-type: none"> The faculty originator determines that this course will be part of the core curriculum and has contacted the Executive Director of General Education to receive all relevant information and required documentation. The initial reviewer ensures that the answer is complete, and that any additional documentation is included, if applicable. The department committee ensures that the course content is reflective of a general education course. The department chair confirms that the department has the resources to offer a course regularly in the core curriculum. The college curriculum committee reviews the course content to ensure it is reflective of a general education course and to consider overlap within the college. The college dean confirms that the department has the resources to offer a course regularly in the core curriculum. The CSO office ensures that the all accompanying documentation is correct. The General Education Council will review the course for alignment with learning outcomes and content for the proposed area of the core curriculum. The university level committee ensures that the course is appropriate for the proposed level.

Curriculog question:	1	2	3	4	5	6	7	8	9	10	11	What each level should consider:
												<ul style="list-style-type: none"> ■ The Provost or Provost designee works with the Executive Director of General Education to send the course to the BOR for final approval.
<p>Check to confirm There is an attached an updated syllabus with all required KSU policies included</p>												<ul style="list-style-type: none"> ■ The faculty originator uploads a syllabus to the proposal. ■ The initial reviewer ensures that the attached syllabus includes all required elements in the syllabus checklist and aligns with the information presented in the proposal. ■ The department committee ensures that the attached syllabus is accurate and aligned with any departmental requirements. ■ The college curriculum committee determines that the attached syllabus is in alignment with the expectations of the college. ■ The CSO office ensures that the syllabus aligns with the information presented in the proposal. ■ The university level committee uses the syllabus to determine that the course is at the appropriate level, credit hours, and credit hour ratio.
<p>What is the justification for this course and what data do you have to support it? (New Course)</p>												<ul style="list-style-type: none"> ■ The faculty originator describes the rationale and includes any supporting documentation (assessment, student data, accreditation, etc.) ■ The initial reviewer ensures that the answer is complete and, if applicable, documentation is attached. ■ The department committee ensures that the justification demonstrates a continued commitment to rigor and quality. ■ The college curriculum committee ensures that the justification demonstrates a continued commitment to rigor and quality. ■ The CSO office determines that the proper documentation is attached. ■ The university level committee ensures that the justification is reasonable and that there is a lack of conflict with other programs. The university level committee ensures that the changes proposed follow all policies and requirements. ■ The Provost/Provost designee reviews the proposal to ensure that the rationale is in alignment with institutional mission and policies.
<p>Why are you making the change(s) to this course? Please include any assessment data and supporting documentation. (Existing Course)</p>												<ul style="list-style-type: none"> ■ The faculty originator describes the rationale includes any supporting documentation (assessment, student data, accreditation, etc.)

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												<ul style="list-style-type: none"> ■ The initial reviewer ensures that the answer is complete and, if applicable, documentation is attached. ■ The department committee ensures that the justification demonstrates a continued commitment to rigor and quality. ■ The college curriculum committee ensures that the justification demonstrates a continued commitment to rigor and quality. ■ The CSO office determines that the proper documentation is attached. ■ The university level committee ensures that the justification is reasonable and that there is a lack of conflict with other programs. The university level committee ensures that the changes proposed follow all policies and requirements. ■ The Provost or Provost designee ensures that the rationale is in alignment with institutional mission and policies.
What content/skills of each prerequisite commands its inclusion as a prerequisite for this course? (New Course)												<ul style="list-style-type: none"> ■ The faculty originator determines the content and skills and demonstrates how they are in each prerequisite, being as specific as possible. If the prerequisite course(s) are outside of the proposing department, the department that owns the prerequisite course should be contacted to ensure that the course is being offered regularly and of the possible change in demand. ■ The initial reviewer ensures that the answer is complete and, if applicable, documentation is attached. ■ The department committee reviews the prerequisites and ensures that all proposed prerequisites are necessary and appropriate. ■ The college curriculum committee reviews the prerequisites to ensure that the proposed requirements align with the course content and are consistent within the college. ■ The CSO office ensures that the documentation is attached, and requirements align with the proposal. ■ The university level committee considers if prerequisites are justified and in alignment with similar courses across the university.
How often (each semester, every other spring, etc.) are the required prerequisites offered? (Existing Courses)												<ul style="list-style-type: none"> ■ The faculty originator completes the answer. If the prerequisite course(s) are outside of the proposing department, the originator confirms offering rotation with the department of

Curriculog question:	1	2	3	4	5	6	7	8	9	10	11	What each level should consider:
												<p>ownership and may upload the response as supporting documentation.</p> <ul style="list-style-type: none"> ■ The initial reviewer ensures that the answer is complete. ■ The department committee ensures that the prerequisites are offered enough not to cause bottlenecks, progression issues, etc. ■ The CSO office ensures that the documentation is correct and that all parties possibly impacted have been notified. ■ The university level committee ensures a lack of conflict with other programs and that all possibly impacted parties have been notified.
Outline the plan for continuous assessment of the course. (New Course)												<ul style="list-style-type: none"> ■ The faculty originator should provide a detailed rationale for continuous assessment of the course and its relationship to program assessment. ■ The initial reviewer ensures that the answer is complete. ■ The department committee ensures that the assessment plan is in alignment with similar courses within the program. ■ The department chair ensures that any resources mentioned as necessary to assess the course are available (including personnel resources). ■ The CSO office ensures that the assessment proposal is reviewed by a member of the assessment team.
Are special fees or tuition required for this course? I have attached a copy of the Student Elective Fees and Special Charges Proposal Form (New Course)												<ul style="list-style-type: none"> ■ The faculty originator determines with their chair and/or dean if additional fees are necessary. If so, they must attach the appropriate fee request form to the proposal. ■ The initial reviewer ensures that the answer is complete and, if applicable, documentation is attached. ■ The department committee agrees that the fees are necessary and appropriate. ■ The department chair ensures that the attached course fee form is complete and that the justification for a course fee is appropriate. ■ The college dean ensures that the justification for the course fee is appropriate and in alignment with college requirements or policy. ■ The CSO office ensures that the attached documentation, if applicable, is correct and completed. ■ The form goes through the approval process as required by Fiscal Affairs.

Curriculog question:	1	2	3	4	5	6	7	8	9	10	11	What each level should consider:
												<ul style="list-style-type: none"> ■ The Provost or Provost designee holds the proposal until Fiscal Affairs approval is finalized.
Explain who will be teaching this course and how that impacts faculty workload. Include requests for hiring additional faculty and use of external/part-time faculty, if appropriate (New Course)												<ul style="list-style-type: none"> ■ The faculty originator answers with as much specificity as possible. ■ The initial reviewer ensures that the answer is complete. ■ The department committee ensures that the explanation is accurate. ■ The department chair ensures that there are resources to support the proposed workload for teaching the course and may clarify faculty impact or need. ■ The college dean reviews the faculty workload for the proposed change and ensures that the resources are available. ■ The Provost or Provost designee ensures that course can be offered with resources noted in proposal.
List any specific software, labs, and/or any additional use of technology required to effectively teach this course. Please provide an estimated cost for any new purchase requests (New Course)												<ul style="list-style-type: none"> ■ The faculty originator notes any items and if they are currently owned or need to be purchased. ■ The initial reviewer ensures that the answer is complete. ■ The department committee ensures that the request(s) are accurate and complete. ■ The department chair agrees with the list of required equipment and may explain how intended purchases will be paid for.
Does this course require library resources to support specific class assignments or supplemental readings? If not, so state. (New Course)												<ul style="list-style-type: none"> ■ The faculty originator's answer should align with course requirements of the course as demonstrated in the attached syllabus. ■ The initial reviewer ensures that the answer is complete. ■ The department committee ensures accuracy of the answer and determines if any deficiencies prevent the course from being effectively taught in its proposed format. ■ The department chair may note how any deficiencies in the library holdings will be addressed. ■ The college curriculum committee determines if any deficiencies prevent the course from being effectively taught in its proposed format.
Do the library services and resources presently available meet the student needs for the course? If not, what library acquisitions are being proposed to meet essential needs? (New Course)												<ul style="list-style-type: none"> ■ The faculty originator's answer should align with course requirements of the course as demonstrated in the attached syllabus. ■ The initial reviewer ensures that the answer is complete.

Curriculog question:	1	2	3	4	5	6	7	8	9	10	11	What each level should consider:
												<ul style="list-style-type: none"> ■ The department committee ensures the accuracy of the answer and determines if proposed acquisitions are appropriate and necessary. ■ The department chair may note how any needed acquisitions from the library will be addressed. ■ The college curriculum committee determines if any deficiencies prevent the course from being effectively taught in its proposed format. ■ The college dean determines if any deficiencies prevent the course from being effectively taught in its proposed format.
What specific equipment is required to teach this course successfully? (New Course)												<ul style="list-style-type: none"> ■ The faculty originator notes what equipment is necessary and how it aligns with course requirements. ■ The initial reviewer ensures that the answer is complete. ■ The department committee ensures the accuracy of the equipment that is available and/or requested. ■ The department chair speaks to any required equipment and its effect on the department's ability to offer the course. ■ The college dean determines if any deficiencies prevent the course from being effectively taught in its proposed format.
What physical space is required to teach this course successfully? (New Course)												<ul style="list-style-type: none"> ■ The faculty originator answers with as much specificity as possible. ■ The initial reviewer ensures that the answer is complete. ■ The department committee ensures that the answer aligns with the course requirements. ■ The department chair notes any resource concerns or space requirements that might affect the department's ability to offer the course. ■ The college dean determines if any deficiencies prevent the course from being effectively taught in its proposed format.
Please state any additional required resources not addressed in the previous questions essential to the instruction of this course. [If applicable] (New Course)												<ul style="list-style-type: none"> ■ The faculty originator answers with as much specificity as possible. ■ The initial reviewer ensures that the answer is complete. ■ The department committee ensures that the answer aligns with the course requirements. ■ The department chair notes any concerns resources that might affect the department's ability to offer the course.

Curriculog question:	1	2	3	4	5	6	7	8	9	10	11	What each level should consider:
												<input type="checkbox"/> The college dean determines if any deficiencies prevent the course from being effectively taught in its proposed format.