

## CCC Course Review Checklist

**CCC:** (CCC members, Associate Deans, academic advisors)

- Courses in member's school:
  - Check for completeness.
  - Verify Course Description is in proper format. Will be listed in catalog.
  - Review Pre/Co Requisites
    - No hidden pre-requisites (Verify that any new pre-req is listed in all programs that include the course)
    - If department approval is required as a pre-requisite, is there a justification for this?
  - Course Learning Outcomes (appropriateness for level, measurable)
  - Evaluate faculty, space, and other resources.
  - Check for obvious errors.
  - Credit hour ratios (traditionally 1 lecture = 1 credit hour / 3 lab hours = 1 credit hour)
  - Justification / strategic purpose
- All other courses:
  - Look for overlap or redundancy with other courses.
  - Topics are appropriate for college and school –Collaboration has occurred.
- Click “Add Comment” to briefly state concerns and save.

## CCC Program Review Checklist

**CCC:** (CCC members, Associate Deans, academic advisors)

- Programs in member's school:
  - Program Description –first paragraph will be used as catalog entry.
  - Justification- should clearly state why the program is needed, or what is being changed and why / strategic purpose.
  - Program Learning Outcomes (appropriateness for level and measurable) For NEW and High Impact Modifications ONLY
    - Should represent what a graduate would put on a job application, or what future employers are looking for.
  - Review for completeness and accuracy.
    - Matriculation Requirements
    - Course Listing
    - Degree Map – Requirements and credit total must match course listing. Verify that students can complete in the sequence listed.
  - Upper division/Lower division credits, program credit hour distribution
    - Minors must have 50% upper division.
    - Associates may have NO upper division credits.
    - Emphases must all have same number of credits.
    - Bachelors need at least 40 upper division credits, 1 GI course, and 2 WE courses.
  - Check graduation requirements.

- List credit total.
- Residency Requirement
- Require 1 GI course, and 2 WE courses.
- May contain other requirements.
- Check for obvious errors.
- Deletion: Seven-year teach out plan (should be attached, or noted that it has been sent to the Curriculum Office) and impact to UVU programs
- All other programs:
  - Look for overlap or redundancy with other programs.
- Click “Add Comment” to briefly state concerns and save.

## **School of Education Curriculum Committee**

The purpose of this committee is to review curriculum requests and proposals from within the School of Education to ensure such requests meet the overall goals and objectives of the school and meet UVU curriculum requirements. The committee also provides assistance on curriculum matters as requested by departments and programs within the school.

The committee is composed of faculty and advisors from the School of Education as described below:

### **Members:**

- Kalani Eggington – Committee chair – representative for UCC and Elementary Education
- George Odongo – representative for UCC and Special Education
- Stan Harward – representative for School of Education administration
- Tracy Sermon – representative for Elementary Education
- Laurel Dias – representative for Secondary Education
- Darin Eckton – representative for Student Leadership and Success Studies
- Shaunna Requilman – representative for undergraduate studies advising
- Brianna Larson – representative for graduate studies advising
- Wendy Oldroyd – representative for School of Education finance and operations

### **Procedure:**

Committee members are notified by the chair at the start of each month of any School of Education curriculum submissions that are at the “Intercollegiate View” stage within CourseLeaf CIM that need reviewing. Committee members are provided at least one week to review each submission in their own time. The committee then meets online toward the middle of each month to discuss the submissions. Committee members pay particular attention to the justification provided for each submission, the wording of the program/course descriptions, and the wording of program/course learning outcomes. The advisors on the committee also review the degree maps in detail to find any hidden prerequisites, to ensure

that credit hours are correct, and that all graduation requirements are included. The financial representative considers any costs that may be associated with each submission. The committee submits any questions/concerns or helpful feedback discussed during the meeting by using the “Add Comment” feature found within CourseLeaf CIM. Minutes are taken of all committee meetings by George Odongo and are used for accreditation purposes.