**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.