**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.