

Curriculum Review Checklist

Foundational Program Information

- ☐ Course/Program Title and Course Prefix/Number (if applicable)
- ☐ Department/School
- ☐ Faculty Proposer Name and Title
- ☐ Faculty Email
- ☐ Proposal Type (New Course, Course Revision, Program Revision, Program Deletion/Deactivation) and rationale/justification
- ☐ Purpose of the proposal (e.g., alignment with strategic plan, accreditation, workforce demand)
- ☐ How the proposal supports student success, QEP goals, and institutional mission
- ☐ Evidence/data to support the change (student demand, employer needs, peer benchmarking)

Course/Program Details

- ☐ Catalog Description
- ☐ Credit Hours / Contact Hours
- ☐ Prerequisites/Co-requisites
- ☐ Learning Outcomes (measurable, aligned with institutional outcomes)
- ☐ Instructional Methods (lab, online, hybrid, etc.)

Budget & Resource Needs

- ☐ Personnel Needs (new faculty/staff, reallocation of existing personnel)
- ☐ Equipment/Technology Needs (with estimated purchase and maintenance costs)
- ☐ Facilities Impact (classrooms, labs, or specialized space)
- ☐ Library/Instructional Materials (books, subscriptions, digital resources)
- ☐ Estimated Total Cost (one-time setup + annual recurring)
- ☐ Funding Source(s) (departmental budget, grants, reallocation, new funding request)

Impact Analysis

- ☐ Effect on other courses/programs (pre-requisites, cross-listed courses)
- ☐ Impact on student workload or time-to-degree
- ☐ Accreditation or compliance considerations