COURSE APPROVAL ROUTING CHECKLIST

1. Course Number _____

2. Course Title _____
(No more than 70 characters)

Title Abbreviation _____ Effective Date_____
(No more than 19 characters) ***(if different from next catalog publication)***

3. **Type of Action**
_____ 1. New Course _____ 2. Revision _____ 3. Intellectual Foundations

Intellectual Foundations Category
_____ Arts (R) _____ Humanities (U) _____ Natural Science (N) _____Social Science (O)
_____ American History (V1) _____ Western Civilization (V2) _____ World Civilizations (V3)
_____ Mathematics & Quantitative Reasoning (Z) _____Diversity (D) _____ Technology & Society (T)
_____ Oral Communication (P)

Course Proposal/Revision Checklist

_____ 1. Proposal format conforms to the ***Directory of Policy Statements, Section IV:02.00.(2002)***
_____ 2. Proposal has been proofread for spelling, punctuation, grammar, style, and gender neutral language.
_____ 3. If the course is a new course, reasons for the addition are included; if the course is a revision of an existing course, reasons for the revision and a copy of the **old course** are included.
_____ 4. Catalog description follows the guidelines in the **Curriculum Handbook, Appendix C.**
_____ 5. Student learning outcomes are coherent with course content and assessment.
_____ 6. Outcomes are referenced with course content.
_____ 7. All resource entries are alphabetized and conform to a specific style manual.
_____ 8. Cross listed courses have been checked with all chairs and deans included in development of the course.
_____ 9. Proposals for Intellectual Foundations designation include justification narrative.

_____ Date _____
Chair, Department Curriculum Committee

4. Approved with confirmation that all necessary laboratories, studios, resources, facilities and personnel for support of this course are available.

_____ _____ _____
Date ***Signature of Department Chairperson*** ***Department***

5. Faculty Curriculum Action ***(if applicable)***

_____ _____ SAH SED SNS SP
Date ***Signature, Chair, Faculty Curriculum Committee*** ***(Circle one)***

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DEAN'S ACTION

Approved with confirmation that necessary laboratories, studios, resources, facilities and qualified faculty for support of this course are available.

_____ _____ _____

Date ***Signature of Dean*** ***Signature of Dean (if Cross-listing)***

COURSE PACKET INCLUDES:

- Electronic proposal form
- Attached electronic document with explanations of contingencies as stipulated at Dean's level
- 1 hard copy of proposal with attached contingencies and routing sheet with all appropriate signatures (copy of routing sheet in packet sent to Academic Affairs)
- For all revisions, one hard copy of old course should be submitted.
- For all Intellectual Foundations actions, include 1 additional hard copy.

COLLEGE SENATE ACTION

1. Received, logged and electronic packet and hard copies forwarded to the College Senate Office. Course title and number will be published in the ***College Bulletin.***

_____ _____ **Log Number** _____

Date ***Signature, College Senate Office***

2. **Action of the College Senate Curriculum Committee**

_____ Recommend approval of Intellectual Foundations designation
_____ Recommend disapproval of Intellectual Foundations designation

_____ _____

Signature, Chair of SIFOC ***Date***

_____ Recommend approval and forward to College Senate
_____ Recommend disapproval and return to Department

_____ _____

Signature, Chair of College Senate Curriculum Committee ***Date***

ACTION OF THE OFFICE OF ACADEMIC AFFAIRS

_____ Approved and forwarded to President _____ _____

Signature ***Date***

_____ Disapproved and returned to Department _____ _____

Signature ***Date***

Revised 5/05