

# WINONA STATE UNIVERSITY

## REQUIRED CHECKLIST FOR ALL CURRICULAR PROPOSALS

Course or Program \_\_\_\_\_

This checklist enables A2C2 representatives to endorse that their departments have accurately followed the Process for Accomplishing Curricular Change. For each course or program proposal submitted to A2C2, this checklist must be completed, signed by the submitting department's A2C2 representative, and included with the proposal when forwarded for approval. Peer review of proposals is also strongly advised, e.g., departments should discuss and vote on the proposals *as submitted to A2C2*, rather than on just the ideas proposed or drafts of proposals.

If a proposal fails to follow or complete any aspect of the process, the Course and Program Proposal Subcommittee will postpone consideration of the proposal and return it to the department's A2C2 representative for completion and resubmission. Resubmitted proposals have the same status as newly submitted proposals.

Note: This form need not be completed for notifications.

1. The appropriate forms and the "Approval Form" have been completed in full for this proposal. All necessary or relevant descriptions, rationales, and notifications have been provided.  
\_\_\_\_\_ Completed
- 2a. The "Financial and Staffing Data Sheet" has been completed and is enclosed in this proposal, if applicable.  
\_\_\_\_\_ Completed \_\_\_\_\_ NA
- 2b. For departments that have claimed that "existing staff" would be teaching the course proposed, an explanation has been enclosed in this proposal as to how existing staff will do this, e.g., what enrollment limits can be accommodated by existing staff. If no such explanation is enclosed, the department's representative is prepared to address A2C2's questions on this matter.  
\_\_\_\_\_ Completed \_\_\_\_\_ NA
3. Arrangements have been made so that a department representative knowledgeable of this proposal will be attending both the Course and Program Proposal Subcommittee meeting and the full A2C2 meeting at which this proposal is considered.  
\_\_\_\_\_ Completed  
Name and office phone number of proposal's representative: \_\_\_\_\_
4. Reasonable attempts have been made to notify and reach agreements with all university units affected by this proposal. Units still opposing a proposal must submit their objections in writing before or during the Course and Program Proposal Subcommittee meeting at which this proposal is considered.  
\_\_\_\_\_ Completed \_\_\_\_\_ NA
5. The course name and number is listed for each prerequisite involved in this proposal.  
\_\_\_\_\_ Completed \_\_\_\_\_ NA
6. In this proposal for a new or revised program (major, minor, concentration, etc.), the list of prerequisites provided includes all the prerequisites of any proposed prerequisites. All such prerequisites of prerequisites are included in the total credit hour calculations. \_\_\_\_\_ Completed \_\_\_\_\_ NA
7. In this proposal for a new or revised program, the following information for each required or elective course is provided:
  - a. The course name and number.
  - b. A brief course description.
  - c. A brief statement explaining why the program should include the course.\_\_\_\_\_ Completed \_\_\_\_\_ NA
8. This course or program revision proposal:
  - a. Clearly identifies each proposed change.
  - b. Displays the current requirements next to the proposed new requirements, for clear, easy comparison.\_\_\_\_\_ Completed \_\_\_\_\_ NA
9. This course proposal provides publication dates for all works listed as course textbooks or references using a standard form of citation. Accessibility of the cited publications for use in this proposed course has been confirmed.  
\_\_\_\_\_ Completed \_\_\_\_\_ NA

\_\_\_\_\_  
Department's A2C2 Representative or Alternate

\_\_\_\_\_  
Date