APPENDIX to COURSE PROPOSAL PROCESS CHANGES

CURRENT Checklist on "Course Proposal Checklist" form:

	YES	NO	N/A
1. Does the course proposal include a rationale?			
2. Does this proposal require coordination with other departments in the College or University? If so, please attach supporting documentation.			
3. Are there adequate library resources (print and media) to support this proposal? If not, state how resources would be developed or how the proposal would be affected.			
4. Are additional resources (staff, fiscal, technical, including lab space and equipment) required to support this proposal? If so, identify the resources. If those resources are not available, state how the proposal would be affected.			
5. Has academic computing been consulted regarding the adequacy of resources (lab space, hardware, software) to support the proposal? If computing resources are not available, describe how those resources would be developed or how the proposal would be affected.			
6. If this proposal concerns a 300-level course to be offered for graduate credit, is the required academic rationale attached?			
7. Is a course syllabus attached in support of this proposal? (See attached syllabus requirements)			
8. Are all supporting documents attached?			

PROPOSED

- Delete items 1, 7, and 8 above.
- Condense items 2, 3, 4, and 5 into the below statement that will appear on a short set of instructions ("Guidelines for Proposing a New Course") to appear with the electronic form:

  It is the responsibility of the Department to coordinate with appropriate campus offices to assure there are adequate library, fiscal, technical, equipment, computer, space, staff, and other resources to support this course PRIOR to submitting the course proposal for approval. Departmental signatures confirm that this has been fully addressed.

- There will be space on the electronic form for item 6 to be addressed.