

Undergraduate Curriculum Committee Guidelines for Evaluating New Course Proposals

The following guidelines are used by the Undergraduate Curriculum Committee to evaluate course proposals:

Course Prerequisites and Description

1. Does the course title accurately and concisely reflect the course description?
2. Is the course description clear?
3. Are the number of units appropriate to the course content and mode of instruction?
4. Do the required prerequisites logically relate to the proposed course? What purpose do they serve?
5. Does it duplicate any existing course(s) presently in the catalog?

Course Justification

1. Does the course warrant academic credit?
2. Does the need for the course seem sufficient given resources required?
3. Do the course objectives address the stated need for the course?
4. Do the course objectives reflect the level of the course, as indicated by the proposed course number?
5. Do the suggested texts validate the proposed level of the course? Relate to the course content?
6. Does the course content articulate with the mission of the university?

Facilities/Resources

1. Are unusual resources required? Are they available?
2. Did the Dean indicate in his/her approval letter additional resources will be needed to offer the course? Does this seem realistic?
3. Does the staffing formula seem appropriate?
4. Is the mode of instruction congruent with the course objectives (i.e., lectures, activity, laboratory)?

Course Outline

1. Does the course outline articulate with the course objectives?
2. Does the course outline articulate with the course description?

Grading

1. The grading weight, class activities, etc., must indicate a degree of rigor appropriate to the course level.
2. The decision to include attendance and/or participation as part of the grading criteria for a class is the prerogative of the instructor. When included, this policy must be explicitly stated in the syllabus and provided to the students during the first week of classes.
3. It is the position of the committee that class attendance is not by itself a sufficient condition for determining course grades. Any percentage of the course grade awarded for class attendance and participation should be consistent with the methods used to achieve the specific course learning objectives.

Film Courses

The policy of the Undergraduate Curriculum Committee in reviewing film courses is as follows:

1. If the viewing of films within the course is less than 40 percent of the total class time, the course will be classified under the lecture mode of instruction.
2. If the viewing of films within the course is more than 40 percent of the total class time, the course will be classified under the lecture/activity mode of instruction.