

Curriculum Council Cat I Possible Review Questions

Proposal Number:

Proposal Name:

Reviewer:

Review Date:

1. Overview

- Are all elements included?
- Is the Executive Summary adequate?
- Is it obvious what the purpose for this action is?

2. Budget

- Do the money numbers and functions in the text match what's on the budget pages?
- Does the budget make sense in light of what is being proposed?
- Is admin support needed and properly budgeted for?
- Is a Director's part-time FTE budgeted for?
- If budget is required, where is the money coming from? (Need a letter -- not just "the Provost told me...")
- Have all facility upgrade costs been accounted for?
- Have all library upgrade costs been accounted for?
- Have all transition costs been accounted for?

3. Classes

- Are the listed course numbers correct? Do they all currently exist? Are there Cat II plans if they don't currently exist?
- Do credits in the proposal match the credits in the listed courses?
- If there are new classes, do they make sense as part of the overall program?
- Are there new staff budgeted to teach them?
- If there are new classes and no new staff budgeted to teach them, what existing activities will no longer be done?
- Are any classes being cancelled? What happens to students already in the pipeline?
- If classes are being cancelled, has adequate liaison been done with departments whose students will be affected?
- Is there an Ecampus component?

4. Organization

- If this is a re-org, does the proposal show the new organization? Who is the new director/chair?
- Who do they report to? Who reports to them?
- If a new degree is being created, is it obvious which department will be giving the degree?

5. Internal Liaison

- Were the right people asked?
- Did they reply?
- If concerns were raised, were they then addressed in the proposal?
- Is there evidence of student demand for this program?

6. External Letters

- Do other universities in Oregon with similar programs support this one?
- Is there evidence of support from potential employers?

7. Miscellaneous

- Is there an Entrance requirement? Is it reasonable?
- Is the Anticipated Enrollment reasonable?
- Is the Anticipated Graduation Rate reasonable?