

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 "Sabah 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 e-campus 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?	