Materials linked from the October 16, 2020 Curriculum Council agenda.

COURSE REVIEW PROCESS AND RESPONSIBILITIES

APA

- Review for compliance with curriculuar policy (see below).
- Will not approve proposals clearly not in compliance with policy (i.e., mandatory syllabus elements not present, liaisons not contacted, other policies issues).
- Depending on clarity, may approve (with comments) ambiguous/arguable policy non-compliance (i.e., learning outcomes not measurable).
- Reviews syllabus to ensure it reflects information in CIM.

Grad Council

- Primary reviewer for substantive elements of graduate courses (see below).
- Will not pass on if non-appropriate, non-adequate.
- Reviews syllabus to ensure it reflects changes requested by Grad Council

Bacc Core Committee

- Primary reviewer for substantive elements of bacc core courses.
- Will check to ensure syllabus updated to reflect changes requested Bacc Core Committee.

Curriculum Council

- Primary reviewer for substantive elements of undergraudate courses (see below).
- Reviews to ensure all previous comments have been addressed.
- Reviews to ensure syllabus updated to reflect changes requested by Curriculum Council.

	Scope of Review by College Reviewer & Curriculum Council/Grad Council
Justification	Check for appropriateness from college curricular's perspective. Does the impact from the new course or course change align with OSU's overall vision & mission?
Liaisons	Check for adequacy. Are the impacted units covered in the liaison process? Refer to list of liaisons here. Read the liaisons' comments at the end of the proposal form.
Description	Check for potential overlap or conflict with other course(s). Is it a good representation of the course (e.g. not too brief)?
Prerequisite	Check for appropriateness and adequacy.
Learning Outcomes*	Check for appropriateness and adequacy. Check if the Learning Outcomes, Assessment, and Course Content are all aligned.
Assessment*	Check for appropriateness and adequacy. Check if the Learning Outcomes, Assessment, and Course Content are all aligned.
Course Content*	Check for appropriateness and adequacy. Check if the Learning Outcomes, Assessment, and Course Content are all aligned.
Learning Resources	Check for appropriateness and adequacy. Are there better learning resources to recommend?

*Check syllabus for detailed information.

APA's CHECKLIST FOR REVIEWING A COURSE PROPOSAL (NON-EXPEDITED CAT II PROPOSAL)

New Proposal

Ensuring the Course Number aligns with course number policy and checking if there is a need for a course inactivation proposal to

Course Change Proposal

Ensuring changes are not too substantial that might implicate course repeat policy

1. Ensuring **Effective Term** aligns with the Catalog year policy
2. Ensuring **Justification** has the 'What' & 'Why' information
3. Checking the number of **Liaisons** meets liaison policy: at least 3 Academic Liaisons; one of which must be outside of the College associated with the originating academic unit
4. Ensuring the completeness of Course Information. For example:
   - Assigning **CIP code:** same CIP code as the academic program associated with
   - Ensuring the **Schedule Type** matches with the **Credits** Type (Fixed Credits vs Range of Credits)
   - Ensuring the **Grade Mode** is A-F if it's for Regular Courses and S/U as Alternative Grade mode
   - Ensuring the **crosslisting, slashlisting and honors** relationship are filled-up correctly
5. Ensuring the **Course Description** meets the course description policy
6. Ensuring the **Prerequisites and Corequisites** meet the prerequisite policy and they are exist in Catalog or currently being submitted in CIM proposal. Ensuring no information missing in the Prerequisite Table
7. For a **Bacc Core** course, ensure the following**:**
   - Bacc Core committee is in the curricular review workflow
   - The Category Learning Outcomes fields have been filled-up.
   - Unique syllabus is attached for each location and/or modality

   Note: APA doesn't ensure that the Category LOs and assessment criteria fulfil the standard set by Bacc Core/WIC committee
8. Ensuring the **Learning Outcomes** are measurables and follow Bloom's Taxonomy as per learning outcomes policy. For slashlisted course, ensuring additional LOs are listed.
9. Ensuring the **Course Calendar** has information on weekly course calendar
10. Ensuring the **Students Performance Evaluation** lists assessment breakdown (either in points or percentage) and a clear grading scale
11. Ensuring the proposal contains info on **Learning Resources**
12. Ensuring the **Syllabus** meets the Syllabus Minimum Requirement and has the information match with the proposal
13. Checking the trail of **Comments by the Reviewers** and ensuring that originators have been addressed