Course Designator Review Checklist
DRAFT
11-11-2014

The request is coming from

College:

School/Department:

Degree Program:

Does the course designator meet the following criteria?

Criteria for Considertation
1. Course designator has not been used in 6 years.
2. Content represented by this course designator does not significantly overlap with the content represented by other existing course designators. (Consider cross listing overlap too.)
3. Course designator is affiliated with an academic program (major, minor, certificate?) List program type:
4. Course designator aligns with other similar course designators at other higher education institutions.
5. Course designator is easily identifiable and associated with academic subjects/topics/recognizable by field. You may refer to the CIP (Classification of Instructional Programs) code to this as well.
6. Course designator is easily identifiable by students.
7. Changes to this course designator has a minimal risk of a large number of students unintentionally retaking the same course (from a large number of courses being changed and/or large enrollment courses or large enrollment programs.   • How many courses will use this course designator?   • How many students are enrolled in the degree program?   • How many courses have more than 50 students enrolled?
8. Management/oversight of the course designator is clearly defined.
9. Can sub specifications possibly be achieved through course title (e.g. WGSS: Course Title; QS: Course Title)
10. Other considerations?

NOTE: Course designators have been suggested as a way to enhance interdisciplinary instruction. Please note the current policy on crosslisting.

> Crosslisting a course is a mechanism to facilitate multidisciplinary and interdisciplinary instruction. Crosslisted courses are offered by more than one department and a) contain the same title, credits, description, and prerequisites; b) have designators that reflect the departments offering the courses; and c) include a distinctive statement at the end of the description to indicate that the course is crosslisted.
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> Each participating unit must share in the development and teaching of the course. The Schedule Desk will not schedule different courses at the same time and place unless they are crosslisted. Proposing or changing a crosslisted course requires a Category II proposal and can be accomplished with a single

proposal, but must include liaison with each participating unit's department heads/chairs and colleges, and with other affected units (i.e. units that may use this course as a prerequisite).