Checklists in Support of Committee Review of Proposals

The Office of the University Registrar has prepared this guide to assist faculty in preparing proposal packages for courses and programs by identifying specific items reviewed by the Curriculum Committees and the Office of the University Registrar staff listed in checklist formats. Our goal is to move proposals as quickly as possible through the approval process while adhering to applicable University policies and standards.

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Undergraduate and Graduate Course Proposals > 20% Revision and New

College Curriculum Committees

During review of new and/or revised course proposals, consideration given to the following overriding criteria, as applicable:

☐ Formatting, punctuation, and grammar

☐ Compliance with established University guidelines and procedures

☐ Potential overlap and/or concern related to other College and University courses

☐ Academic quality, rigor, and relevance of course in support of department, college, and/or University academic curriculum and programs

☐ Alignment between Catalog Description, Learning Objectives, and Topic Syllabus

*Checklist***:** The following checklist is for reference, please refer to course approval guidelines for more detailed course proposal information.

Coversheet

☐ Completion of all applicable sections of Coversheet

☐ Confirmation that proposal package includes a letter from dean or departmental representative presenting the result of an assessment of resources needed in support of course (resources may include but are not limited to faculty, staff/technical support, library, computer facilities, physical facilities)

☐ Confirmation that proposal package includes letters/emails of support from departments and/or colleges for any non-department courses listed in a course proposal as a prerequisite/corequisite **Clarifying note:** For a revised course, a letter of support is not required if a course had been previously listed as a prerequisite/corequisite

☐ All approval signatures have been completed **Clarifying note:** If Coversheet has been revised during governance review process, add a revised Coversheet to proposal package, placing on top of original Coversheet, and stating "*see attached Coversheet for signatures*" in "Approval Signature" section of the revised Coversheet

Course Proposal

Catalog Description (addresses the following, as applicable)

☐ Written such that both the primary readers (subject matter experts) and secondary readers (people outside the discipline) will be able to understand and interpret what is being taught in the course (e.g., avoid using discipline jargon, acronyms defined)

☐ Alignment between Catalog Description, Learning Objectives, and Topic Syllabus **Clarifying note:** Overall alignment of topics and concepts. Observing key words to check alignment is helpful, but a "one-for-one match" in each proposal area is not required. Broader conceptual words or phrases common within the discipline may also support the requested alignment

☐ Written using phases (declarative statements) rather than complete sentences
Clarifying note: In most cases, this can be accomplished by using phrases without verbs and removing introductory and transitional words. The use of concise sentences when phrases don't convey the desired intent is acceptable

☐ If a sequenced course, include content taught in both XXX5 and XXX6 courses in the Catalog Description

☐ Prerequisite/Corequisites listed align with those listed in Prerequisite/Corequisite Section of proposal

☐ Credit hours statement aligns with Instructional Credit Hour and Instructional Contact Minutes requirements

Learning Objectives (addresses the following, as applicable)

☐ Preamble statement: "Having successfully completed this course, the student will be able to:"

☐ Numbered rather than bulleted

☐ Read as learning outcomes rather than assignments

☐ Measurable outcomes and appropriate for academic level of course

☐ Alignment of key concepts with Catalog Description and Topic Syllabus

☐ If sequenced course, learning objectives are listed for both XXX5 and XXX6

Justification (addresses the following, as applicable)

☐ Paragraph providing justification for why course is needed at Virginia Tech

☐ If requesting Scorecard Metrics area, include a paragraph providing justification for requested metric

☐ If course revision, paragraph providing summary of changes made by revision

☐ Paragraph providing justification for teaching course at the requested academic level, beginning "Course is taught at the X000 level because…"
Clarifying note: Level justification is based first on the value and/or contribution the placement of the course at the X000 level offers a student toward the successful completion of their academic program. Having provided this foundation, any academic requirements and/or content/skills acquired through the combined course work completed during previous academic years and/or completion of course prerequisite(s) in further support of the placement of the course at the requested academic level may be included, as applicable

Prerequisites and Corequisites (addresses the following, as applicable)

☐ Presentation of prerequisites and/or corequisites aligns with those presented in Catalog Description
Clarifying Note: This listing will be referenced when setting up the prerequisite/corequisites in Banner

☐ Listing of course(s) with title
Clarifying Note: This listing will be referenced by committee members to assess prerequisite/corequisites in the context of proposed course

☐ If a minimum grade is required, data has been provided to justify minimum grade requirement

☐ Justification for prerequisite/corequisite may be included but is not required
Clarifying note: Any content/skill acquired by the student through the completion of the

prerequisite/corequisite(s) that support the successful completion of the course may be used to strengthen the level justification in the Justification section of proposal

Texts and Special Teaching Aids (addresses the following, as applicable)

☐ Headers which present "Required" and/or "Recommended", followed by a listing of text(s)

☐ If no required text, "None" is stated under "Required" header. In addition, justification is included for why there is no required text and examples of materials that will be used in support of course are listed

☐ Citations in APA or MLA format with reference to applicable text pages or chapters

Topic Syllabus (addresses the following, as applicable)

☐ Alignment of key concepts with Catalog Description and Learning Objectives

☐ Subtopics have been included for topic(s) making up > 20% of the Topic Syllabus

☐ Percentage of topics must total 100% and is to be placed under heading "Percent of Course"

Old Topic Syllabus

☐ If course is being revised, include previously approved course proposal Topic Syllabus

Undergraduate and Graduate Curriculum Committees (UCC & GCC)

During review of new and/or revised course proposals, consideration given to the following overriding criteria, as applicable:

☐ Substantive review rather than review for formatting, punctuation, and grammar

☐ Compliance with established University guidelines and procedures (Course Approval Guidelines)

☐ Potential overlap and/or concern related to other University courses

☐ Academic quality, rigor, and relevance of course in support of department, college, and/or University academic curriculum and programs

☐ Alignment between Catalog Description, Learning Objectives, and Topic Syllabus

Undergraduate and Graduate Course Proposals < 20% Revision

College Curriculum Committees

During review of < 20% revised course proposal, consideration is given to the impact of proposed changes with established University guidelines and procedures (Course Approval Guidelines)

Proposal package to include the following, as applicable:

Coversheet

- ☐ Completion of all applicable sections of Coversheet

- ☐ Confirmation that proposal package includes a letter from dean or departmental representative presenting the result of an assessment of existing resources needed in support of course (resources may include but are not limited to faculty, staff/technical support, library, computer facilities, physical facilities)

- ☐ Confirmation that proposal package includes letters/emails of support from departments and/or colleges for any non-department courses listed in a course proposal as a prerequisite/corequisite **Clarifying note:** A letter of support is not required if a course had been previously listed as a prerequisite/corequisite

- ☐ All approval signatures have been completed

Course Proposal

Documentation to outline changes made by revision, as applicable

- ☐ Summary and reason for < 20% revision

- ☐ Edits to applicable sections of previously approved course proposal

< 20% Revision Processing Overview: Once approved by College Curriculum Committee and posted as a < 20% revision in JIRA by the College Curriculum Coordinator, then the proposal is routed to the Office of the University Registrar Governance Staff. Once any review comments from the Office of the University Registrar have been addressed, the Governance Staff will then update the course in Banner and notify the college/department when complete

Undergraduate Program Proposals > 20% Revision, New, and Discontinued

College Curriculum Committees

During review of new and/or revised program proposals, consideration given to the following overriding criteria, as applicable:

- ☐ Formatting, punctuation, and grammar

- ☐ Compliance with established University guidelines and procedures

- ☐ Potential overlap and/or concern related to other College and University programs

- ☐ Academic quality, rigor, and relevance of program in support of department, college, and/or University academic curriculum and programs

*Checklist***:** The following checklist is for reference, please refer to Program Approval Guidelines for more detailed program proposal information.

Coversheet

- ☐ Completion of all applicable sections of Coversheet

- ☐ Confirmation that proposal package includes a letter from dean or departmental representative presenting the result of an assessment of resources needed in support of program (resources may include but are not limited to faculty, staff/technical support, library, computer facilities, physical facilities)

- ☐ Confirmation that proposal package includes letters/emails of support from departments and/or colleges for any non-department courses listed to satisfy a program requirement
Clarifying note: For a revised program checksheet, a letter of support is not required for a course that was previously listed on the checksheet

- ☐ All approval signatures have been completed
Clarifying note: If Coversheet has been revised during governance review process, add a revised Coversheet to proposal package, placing on top of original Coversheet, and stating "*see attached Coversheet for signatures*" in "Approval Signature" section of the revised Coversheet

Program Proposal

A. Documentation, as applicable

<u>New</u> Minor or Degree/Major/Major Concentration/Option

☐ Documentation to establish new Minor or Degree/Major/Major Concentration, as applicable

☐ *Need for program*: Educational value, program requirements/credit hours required, market analysis, other relevant information

☐ *Whom program will serve*: Number of students anticipated to enroll, demographic of students, benefit to students, benefit to Virginia Tech, career opportunities in the field, other relevant information

☐ *Resource needs*: Funding, faculty, facilities, other department resources, library resources, other relevant information

☐ *Administration*: Administrative department/college for program, first term and year to enroll, first term and year to graduate, any applicable transition plan, applicable grants, other relevant information

Note: For a new Degree – SCHEV documentation should be completed in parallel with University Governance review/approval process (contact Dr. Noel Byrd, Associate Vice Provost for Degree Innovation and SCHEV Compliance, cnbyrd@vt.edu)

<u>Revised</u> Minor or Degree/Major/Major Concentration/Option

☐ Documentation outlining revisions made to previously approved Minor Degree/Major/Major Concentration/Option checksheet

Note: For revised degree (e.g., change in total program credit hours or degree core), SCHEV documentation should be completed in parallel with University Governance process (contact Dr. Noel Byrd, Associate Vice Provost for Degree Innovation and SCHEV Compliance, cnbyrd@vt.edu)

<u>Discontinued</u> Minor or Degree/Major/Major Concentration/Option

☐ Documentation to justify program discontinuation and teach out plan to include the following, as applicable:

☐ Outcome of review to determine the number of student currently enrolled in program

☐ Lead time, with an effective term/year, in support of currently enrolled students to complete program (Per University policy, students currently enrolled in a program should be given a minimum of 2 years to complete the program)

☐ How discontinuation of program will be communicated to students, faculty, and staff

☐ Consideration given to "stop-outs" – both voluntary and non-voluntary

☐ If a student in discontinued program withdraws and returns, outline process for helping student transition to a different program

☐ Any other considerations determined by college/departments, as applicable

Note: For the discontinuation of a degree, SCHEV documentation should be completed in parallel with University Governance review/approval process (contact Dr. Noel Byrd, Associate Vice Provost for Degree Innovation and SCHEV Compliance, cnbyrd@vt.edu)

B. Program Checksheet (New or Revised)

☐ Header presenting college, department, Minor or Degree/Major/Major Concentration/Option and graduation calendar year

☐ Courses listed to satisfy program requirements formatted to include:

    ☐ Course subject designator and number and any cross-listing

    ☐ Course title (consistent use of catalog course title or ADP title throughout checksheet)

    ☐ Listing of applicable prerequisite/corequisites following course, or identification of courses having prerequisite/corequisites using superscript with footnote

    ☐ Course Credit hours

☐ Minimum number of credit hours to complete program

☐ Applicable footnotes have been indicated

    ☐ Minimum GPA

    ☐ Prerequisite/corequisite footnote

    ☐ Double Counting common degree core and general education requirement statement

Additional requirements specific to **Mino**r checksheet

☐ Minimum of 18 credit hours

☐ Minimum of 6 credit hours at 3XXX and/or 4XXX level or if it is possible to complete the minor by not meeting the 6 credit hour requirement, checksheet should state "A minimum of 6 credit hours must be completed at the 3000 or 4000 academic level"

☐ Checksheet Format

Additional requirements specific to **Degree/Major/Major Concentration/Option** checksheet, as applicable

☐ University Graduation Requirements

☐ Language Study Requirement

☐ Curriculum for Liberal Education or Pathways General Education

☐ Common Degree Core

☐ College Requirements

☐ Major Requirements

☐ Technical, Restricted, or Professional Electives

☐ Free Electives

☐ Total Hours Required

☐ Overall GPA

☐ In-major GPA

☐ Satisfactory Progress

☐ Courses Not Allowed

- ☐ Prerequisite/corequisites
- ☐ Checksheet format
  - ☐ Program format
    Clarifying note: Structured using headers to identify the course requirements for each section area of the program (i.e., Degree Core, Major, Major Concentration, CLE/Pathways)

  - or -

  - ☐ Semester-by-Semester format
    Clarifying note: Structured using combination of superscripts and/or color-coding to identify course requirements for each section area of program (i.e., Degree Core, Major, Major Concentration, CLE/Pathways)

C. For a revised or discontinued Minor or Degree/Major/Major Concentration/Option

- ☐ Include previously approved/stamped program checksheet

Undergraduate Curriculum Committee (UCC)

During review of new and/or revised program proposals, consideration given to the following overriding criteria, as applicable:

- ☐ Substantive review rather than review for formatting, punctuation, and grammar
- ☐ Compliance with established University guidelines and procedures
- ☐ Potential overlap and/or concern related to other University programs
- ☐ Academic quality, rigor, and relevance of program in support of department, college, and/or University academic curriculum and programs

Undergraduate Program Proposals < 20% Revision

College Curriculum Committees

During review of < 20% revised program proposal, consideration given to the impact of proposed changes with established University guidelines and procedures (Program Approval Guidelines)

Proposal package to include the following, as applicable:

Coversheet

- ☐ Completion of all applicable sections of Coversheet

- ☐ Confirmation that proposal package includes letters/emails of support from departments and/or colleges for any non-department courses listed in a program proposal as a prerequisite/corequisite. **Clarifying note:** For a revised program checksheet, a letter of support is not required for a course that was previously listed on the checksheet

- ☐ All approval signatures have been completed

Program Proposal

- ☐ Documentation outlining revisions made to previously approved checksheet

- ☐ New checksheet

- ☐ Include previously approved/stamped program checksheet

< 20% Revision Processing Overview: Once approved by College Curriculum Committee and posted as a < 20% revision in JIRA by the College Curriculum Coordinator, then the proposal is routed to the Office of the University Registrar Analysis & Services Unit. Once any review comments from the Office of the University Registrar have been addressed, the University Registrar Analysis & Services Unit will then update the program requirements and notify the college/department when complete

Graduate Certificate and Program Proposals > 20% Revision, New, and Discontinued

College Curriculum Committees

During review of new and/or revised program proposals, consideration given to the following overriding criteria, as applicable:

- ☐ Formatting, punctuation, and grammar

- ☐ Compliance with established College and University guidelines and procedures

- ☐ Potential overlap and/or concern related to other University programs

- ☐ Academic quality, rigor, and relevance of program in support of department, college, and/or University academic curriculum and programs

*Checklist***:** The following checklist is for reference, please refer to Program Approval Guidelines for more detailed program proposal information.

Coversheet

- ☐ Completion of all applicable sections of Coversheet

- ☐ Confirmation that proposal package includes a letter from dean or departmental representative presenting the result of an assessment of resources needed in support of program (resources may include but are not limited to faculty, staff/technical support, library, computer facilities, physical facilities)

- ☐ Confirmation that proposal package includes letters/emails of support from departments and/or colleges for any non-department courses listed to satisfy a program requirement
Clarifying note: For a revised program, a letter of support is not required for a course that was previously listed as part of the program

- ☐ All approval signatures have been completed
Clarifying note: If Coversheet has been revised during governance review process, add a revised Coversheet to proposal package, placing on top of original Coversheet, and stating "*see attached Coversheet for signatures*" in "Approval Signature" section of the revised Coversheet

Program Proposal

New Degree, Major, or Certificate

Degree:

Documentation to establish new Degree, as applicable

☐ Header – Virginia Tech Degree Proposal, Degree Name, (CIP number)

☐ Type of degree action

☐ Program Description

☐ Curriculum Summary

☐ Degree Requirements

☐ Relevance to University Mission and Strategic Planning

☐ Justification for the Proposed Program

☐ Student Demand

☐ Market/Employment Demand

☐ Issues of Duplication

☐ Resource Needs/Savings

Note: For a new Degree – SCHEV documentation should be completed in parallel with University Governance review/approval process (contact Dr. Noel Byrd, Associate Vice Provost for Degree Innovation and SCHEV Compliance, cnbyrd@vt.edu)

Major under Master of Arts (MA) or Master of Science (MS) Degree:

Documentation to establish new major under approved MA or MS Degree, as applicable

☐ Header – College, Department, Degree, Major

☐ Justification for new major: Educational value, program requirements/credit hours required, market analysis, other relevant information

☐ Whom new major will serve: Number of students anticipated to enroll, demographic of students, benefit to students, benefit to Virginia Tech, career opportunities in the field, other relevant information

☐ Resource needs: Funding, faculty, facilities, other department resources, library resources, other relevant information

☐ Graduation requirements, as applicable

    ☐ MA/MS Degree Core Requirements

    ☐ Major Requirements

    ☐ Thesis and/or non-thesis requirements

☐ Other Requirements (i.e. cognate courses, internship, project & report)

☐ Course Descriptions

☐ Administration: First term and year to enroll, first term and year to graduate, any applicable transition plan, applicable grants, other relevant information

Major under PhD:

Documentation to establish new major under approved PhD Degree, as applicable

☐ Header – College, Department, Degree, Major

☐ Justification for new major: Educational value, program requirements/credit hours required, market analysis, other relevant information

☐ Whom new major will serve: Number of students anticipated to enroll, demographic of students, benefit to students, benefit to Virginia Tech, career opportunities in the field, other relevant information

☐ Resource needs: Funding, faculty, facilities, other department resources, library resources, other relevant information

☐ Plan of Study, as applicable

    ☐ Degree Core Requirements

    ☐ Major Requirements

☐ Specialization Area(s)

    ☐ Thesis/Non-Thesis Options

    ☐ Dissertation

    ☐ Notes

☐ Advisory Committee

☐ Program of Study

☐ Qualifying Exam

☐ Preliminary Examination

☐ Student Qualification Requirement

☐ Written Preliminary Examination

☐ Dissertation

☐ Final Exam

☐ Administration: First term and year to enroll, first term and year to graduate, any applicable transition plan, applicable grants, other relevant information

Certificate

Documentation to establish new Certificate, as applicable

☐ State Council of Higher Education for Virginia – Program Proposal Coversheet

☐ Description of Certificate

☐ Target Audience

☐ Admission – degree seeking and non-degree seeking applicants

☐ Curriculum (minimum of 9 credit hours)

☐ Program Requirements

- ☐ Faculty
- ☐ Course Delivery Format
- ☐ Resources
- ☐ Gainful Employment
- ☐ Course Descriptions

Note: For a new Certificate – SCHEV documentation should be completed in parallel with University Governance review/approval process (contact Dr. Noel Byrd, Associate Vice Provost for Degree Innovation and SCHEV Compliance, cnbyrd@vt.edu)

Revised (> 20%) Degree, Major, or Certificate

Degree or Major

Documentation outlining revisions made to previously approved Degree or Major

- ☐ Overview of and reason for revision
- ☐ Table to include column presenting current program requirements, and column presenting program requirements following revision
- ☐ Paragraph to outline how revision to program requirements will be communicated
- ☐ Effective graduation year for revised program
- ☐ Any additional relevant information

Note: For revised degree (change in total program credit hours or degree core), SCHEV documentation should be completed in parallel with University Governance process (contact Dr. Noel Byrd, Associate Vice Provost for Degree Innovation and SCHEV Compliance, cnbyrd@vt.edu)

Certificate

Documentation outlining revisions made to previously approved Certificate

- ☐ Summary and reason for revision
- ☐ Table to include column presenting current program requirements, and column presenting program requirements following revision
- ☐ Paragraph to outline how revision to program requirements will be communicated
- ☐ Effective graduation year for the requested program revision, to include appropriate lead-time so that no student currently enrolled in program will be disadvantaged
- ☐ Any additional relevant information

Note: For revised certificate, reference SCHEV requirements to determine if documentation should be completed in parallel with University Governance process (contact Dr. Noel Byrd, Associate Vice Provost for Degree Innovation and SCHEV Compliance, cnbyrd@vt.edu)

Discontinued Degree, Major, or Graduate Certificate

Documentation to justify program discontinuation and teach out plan to include below content, as applicable

☐ Outcome of review to determine the number of student currently enrolled in program

☐ Lead time, with the effective term/year, in support of completion of program

☐ How discontinuation of program will be communicated to students, faculty, and staff

☐ Consideration given to "stop-outs" – both voluntary and non-voluntary

☐ If a student in discontinued program leaves and returns, consideration for helping student transition to a different program

☐ Any other considerations determined by college/departments, as applicable

Note: For the discontinuation of a degree – SCHEV documentation should be completed in parallel with University Governance review/approval process (contact Dr. Noel Byrd, Associate Vice Provost for Degree Innovation and SCHEV Compliance, cnbyrd@vt.edu)

Graduate Curriculum Committees (GCC)

During review of new and/or revised program proposals, consideration given to the following overriding criteria, as applicable:

☐ Substantive review rather than review for formatting, punctuation, and grammar

☐ Compliance with established University guidelines and procedures

☐ Potential overlap and/or concern related to other University programs

☐ Academic quality, rigor, and relevance of program in support of department, college, and/or University academic curriculum and programs

Graduate Program Proposals < 20% Revision

College Curriculum Committees

During review of < 20% revised program proposal, consideration given to the impact of proposed changes with established University guidelines and procedures (Program Approval Guidelines)

Proposal package to include the following, as applicable:

Coversheet

☐ Completion of all applicable sections of Coversheet

☐ Confirmation that proposal package includes a letter from dean or departmental representative presenting the result of an assessment of existing resources needed in support program (resources may include but are not limited to faculty, staff/technical support, library, computer facilities, physical facilities)

☐ Confirmation that proposal package includes letters/emails of support from departments and/or colleges for any non-department courses listed in a program proposal as a program requirement **Clarifying note:** For a revised program, a letter of support is not required for a course that was previously listed as part of the program

☐ All approval signatures have been completed

Program Proposal

Documentation to outline change made by revision, as applicable

☐ Summary and reason for < 20% revision

☐ Table to include column presenting current program requirements, and column presenting program requirements following revision

☐ Effective calendar year for the requested program revision, to include appropriate lead-time so that no student currently enrolled in program will be disadvantaged

☐ Paragraph to outline how revision to certificate requirements will be communicated to students, faculty and staff

☐ Any additional relevant information

< 20% Revision Processing Overview: Once approved by College Curriculum Committee and posted as a < 20% revision in JIRA by the College Curriculum Coordinator, then the proposal is routed to the Office of the University Registrar Governance Staff. Once any review comments from the Graduate School and/or Office of the University Registrar have been addressed, the Governance Staff will then notify the college/department to work with the Graduate School to update the program requirements in the next available Graduate Catalog