

Checklist for submitting curriculum proposals

Course Proposals

- Course Prefix**
 - The prefix must be added into Curriculog before the originator can submit the information into the system
- Course Number**
 - Make sure to follow the course numbering system guidelines to determine the appropriate course ending number (http://www.cnm.edu/depts/academic-affairs/documents/CNM_New_Course_Numbering_System_20140519.pdf)
 - Contact Enrollment Services to make sure new course numbers are available
- Justification**
 - Be inclusive and state all changes that apply to the proposal
- Credit hours by type**
 - Review the credit hour lab hour guidelines (<http://www.cnm.edu/depts/academic-affairs/documents/CreditHourGuidelines914lms.pdf?>) for the minimum contact hours
- Course entry requirements**
 - Proposal should indicate proper pre- and co-requisites and developmental courses
- Course description**
 - Description should be succinct and to the point, hitting the highlights of the course
 - See suggestions at the end of this section
- Student learning outcomes**
 - Written in proper format using measureable verbs
- Course notes**
 - Should include number of theory and lab hours for a course that is any type other than theory
- Grading options**
 - Default or other
 - Need to ensure that all courses that DO allow students to change to audit SHOULD allow students to change to audit
- Impact of change**
 - Especially important if the course is being deactivated
 - Should indicate any plans for a teachout
- Course repeatable for credit**
 - If yes, indicate the maximum credits or times the course can be repeated and applied to a program
- Financial aid questions**
 - Must be connected, as this is where financial aid gets the information on whether or not to pay for the course
- Review CNM course catalog by running an impact report in Curriculog**

Course Description Suggestions
Adapted from the University of San Francisco

1. In general, proceed from the general to the specific in a course description. First describe the broader concepts and move into specific topics at the conclusion of the description.
2. Keep the description focused on the content of the course only. Include only what the course will cover; do not indicate what the course may cover. As such, avoid using sentences that begin with "Topics may include..."
3. Do not include pre/co-requisites and/or other restrictions in the course description. These are listed elsewhere in the catalog and often change, leaving inconsistencies between what is listed in Banner and what is listed in the course description.
4. Avoid rhetorical questions and discipline-specific wording that may be confusing to prospective students.
5. Do not include information that may change over time such as textbooks, software packages, references to specific social media sites, etc. For instance, ten years ago, references to social media may have included Myspace. Today, this would be outdated and in ten years, Facebook may no longer be relevant.
6. Do not include information that would be included in advising such as "This course is great for students who are considering a career in magical potions."
7. Write in the present tense (i.e., Students learn to cast spells...).
8. Double check that the description is grammatically correct and does not contain spelling errors. An easy way to do this is to cut and paste the course description into Microsoft Word (or another word processing program) and select "Tools" then "Spelling and Grammar".

Example of an effective course description: HIST 100: Harry Potter and Magic In this introductory course, students learn about the history of magic in Great Britain through the 18th century. Political, social, and religious history are covered. Special emphasis will be placed on Voldemort's rise to power during the Black Magic Decade.

Program Proposals

- **New and program revision**
 - Proper term by term
 - Proper program totals
 - Do the courses fit certificate/degree requirement guidelines?
(<https://www.cnm.edu/depts/academic-affairs/documents/CertDegreeReq120612.docx>)
- **Impact of change**
 - If the proposal affects graduation, indicate the effect and actions which may impact Degree Works
- **Program deactivation**
 - Indicate effective term/year and any plans for a teachout