**Checklist for Proposers: Courses, Options, Minors, Changes to Majors**

As you work in the CPS on your proposal, use the following checklist as appropriate. Consult the **Help** buttons for each box:

* Changes to majors, minors, options, and certificates should include a current/proposed comparison chart when possible, to be uploaded under Documents
* Course numbers may not be re-used for 6 years. Check all new course numbers in Banner

**Course Info, BCC, Requisites**

* Number of credits
* Grading Mode
* Courses Taught Schedule
* Schedule Type
* Campus Location
* Course Description: does the description conform to policy on catalog course descriptions: <http://oregonstate.edu/admin/aa/apaa/academic-programs/curriculum/curricular-policies-and-procedures#73>
* Slash Course
* BCC Course: Is the BCC box checked “yes” or “no”?
* Requisites: Be sure to complete Prerequisite Logic, showing the relationship of prereqs (i.e., “and,” “or”)

**Documents**:

* Documents: If necessary to the proposal, is a syllabus attached?
* Drops, program proposals, X courses, and blanket courses do not require a syllabus
* New and change course proposals require a syllabus (including proposals for changes to prerequisites)
* Meets Syllabus Minimum Requirements: <http://oregonstate.edu/admin/aa/apaa/academic-programs/curriculum/curricular-policies-and-procedures#116>
* Learning Outcomes are written in measurable terms (avoid internal processes, such as “understand,” “be familiar with,” etc.)
* Differentiated Outcomes for Slash Courses

**Liaison**:

* Liaise with units affected by the change (i.e., programs that use that course, when a program is using courses from another unit, etc.)
* Liaise with units when name or content could be seen as “encroaching” (i.e., an HHS course that uses statistics in the title or teaches statistical methods)
* Liaise with appropriate curricular contacts

**Special Considerations**:

* Cross-listed Courses:
  + <http://oregonstate.edu/admin/aa/apaa/academic-programs/curriculum/curricular-policies-and-procedures#81>
  + Each listing unit must submit a separate Cat II
  + Each listing unit must use the same syllabus
  + Syllabus needs to have all the course designators listed (i.e. AREC/FW/FOR XXX)
  + Evidence of agreement to cross-list and to share in the development and teaching of the course (attach e-mail between unit heads)

**Effective Term**:

* For a course to be available to students next term, it must be approved before registration begins

CH: May 24, 2017