

Best Practices for Faculty Planners

Summary of Request Form	
<input type="checkbox"/>	Date faculty approved is included.
<input type="checkbox"/>	Reason for initiating package is selected.
<input type="checkbox"/>	Actions are clearly written in the summary.
<input type="checkbox"/>	Actions in the forms match exactly what is written in the Summary of Request.
<input type="checkbox"/>	Links to all forms in package are included and are working.
<input type="checkbox"/>	Grammar, spelling, and punctuation have been checked and are correct.

Course Revision Forms	
<input type="checkbox"/>	Link to Summary of Request form is included and works.
<input type="checkbox"/>	Correct actions for the proposal have been selected.
<input type="checkbox"/>	The correct course has been imported.
<input type="checkbox"/>	Revisions were made after launching the form. (If you make changes prior to launching the form, you will need to do another form.)
<input type="checkbox"/>	Justification is clearly written and includes, as applicable: <ul style="list-style-type: none"> • Why you wish to revise the course/What gap are you attempting to fill <ul style="list-style-type: none"> ○ To meet accreditation standards (what body); include standard ○ Student demand (include some indication of student demand) ○ More flexibility to allow students to complete the program in a timely fashion
<input type="checkbox"/>	Required textbooks are the latest editions and ISBN numbers are included.
<input type="checkbox"/>	If revising a Special Topics course, samples are included.
<input type="checkbox"/>	If revising a variable credit course, syllabi information is included for each variable credit.
<input type="checkbox"/>	Objectives are measurable. <ul style="list-style-type: none"> • Have you consulted Bloom's Taxonomy in developing the course objectives? • Are the objectives appropriate for a graduate level course?
<input type="checkbox"/>	The Course Topic Outline integrates all of the course objectives.
<input type="checkbox"/>	Weights of course assignments add up to 100%.
<input type="checkbox"/>	Grading scale makes sense. Please take out to two decimal points
<input type="checkbox"/>	Impact report has been completed. Notification and response emails are uploaded as documentation to the proposal form, as applicable.
<input type="checkbox"/>	All fields are complete.
<input type="checkbox"/>	Grammar, spelling, and punctuation have been checked and are correct.

New Course Form	
<input type="checkbox"/>	Marc Setliff and Diane Coltraine have been contacted for new course numbers and prefixes, if applicable. Email confirmation has been uploaded as documentation to the proposal form.
<input type="checkbox"/>	Link to Summary of Request form works.
<input type="checkbox"/>	Justification is clearly written and includes, as applicable: <ul style="list-style-type: none"> • Why you wish to establish the course/What gap are you attempting to fill <ul style="list-style-type: none"> ○ To meet accreditation standards (what body); include standard ○ Student demand (include some indication of student demand) ○ More flexibility to allow students to complete the program in a timely fashion
<input type="checkbox"/>	Required textbooks are the latest editions and ISBN numbers are included.
<input type="checkbox"/>	Credit to contact hours are accurate.
<input type="checkbox"/>	If establishing a Special Topics course, samples are included
<input type="checkbox"/>	Objectives are measurable. <ul style="list-style-type: none"> • Have you consulted Bloom's Taxonomy in developing the course objectives? • Are the objectives appropriate for a graduate level course?
<input type="checkbox"/>	The Course Topic Outline integrates all of the course objectives.
<input type="checkbox"/>	Weights of course assignments add up to 100%.
<input type="checkbox"/>	Grading scale makes sense. Please take out to two decimal points.
<input type="checkbox"/>	Impact report has been completed. Notification and response emails have been uploaded as documentation to the proposal form, as applicable.
<input type="checkbox"/>	All fields are complete.
<input type="checkbox"/>	Grammar, spelling, and punctuation have been checked and are correct.

Program Revision Form	
<input type="checkbox"/>	Link to Summary of Request Form works.
<input type="checkbox"/>	The correct actions for the proposal have been selected..
<input type="checkbox"/>	Justification is clearly written and includes, as applicable: <ul style="list-style-type: none"> • Why you wish to revise the program/cert./minor? What gap are you attempting to fill? <ul style="list-style-type: none"> ○ To meet accreditation standards (what body); include standard ○ Student demand (include some indication of student demand) ○ More flexibility to allow students to complete the program in a timely fashion
<input type="checkbox"/>	Correct CIP code is entered.
<input type="checkbox"/>	The Program/Certificate/Minor has been imported correctly. Changes were made after launching the form (If you make changes prior to launching the form, you will need to do another form.)
<input type="checkbox"/>	Impact report has been completed. Notification and response emails are uploaded as documentation to the proposal form, as applicable.
<input type="checkbox"/>	All fields are complete.
<input type="checkbox"/>	Grammar, spelling, and punctuation have been checked and are correct.