## Best Practices for Faculty Planners

### Summary of Request Form

- Date faculty approved is included.
- Reason for initiating package is selected.
- Actions are clearly written in the summary.
- Actions in the forms match *exactly* what is written in the Summary of Request.
- Links to all forms in package are included and are working.
- Grammar, spelling, and punctuation have been checked and are correct.

### Course Revision Forms

- Link to Summary of Request form is included and works.
- Correct actions for the proposal have been selected.
- The correct course has been imported.
- Revisions were made after launching the form. (If you make changes prior to launching the form, you will need to do another form.)
- Justification is clearly written and includes, as applicable:
  - Why you wish to revise the course/What gap are you attempting to fill
    - 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
- Required textbooks are the latest editions and ISBN numbers are included.
- If revising a Special Topics course, samples are included.
- If revising a variable credit course, syllabi information is included for each variable credit.
- Objectives are measurable.
  - Have you consulted Bloom’s Taxonomy in developing the course objectives?
  - Are the objectives appropriate for a graduate level course?
- The Course Topic Outline integrates all of the course objectives.
- Weights of course assignments add up to 100%.
- Grading scale makes sense. Please take out to two decimal points
- Impact report has been completed. Notification and response emails are uploaded as documentation to the proposal form, as applicable.
- All fields are complete.
- Grammar, spelling, and punctuation have been checked and are correct.
### New Course Form

- 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.
- Link to Summary of Request form works.
- Justification is clearly written and includes, as applicable:
  - Why you wish to establish the course/What gap are you attempting to fill
    - 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
- Required textbooks are the latest editions and ISBN numbers are included.
- Credit to contact hours are accurate.
- If establishing a Special Topics course, samples are included
- Objectives are measurable.
  - Have you consulted Bloom’s Taxonomy in developing the course objectives?
  - Are the objectives appropriate for a graduate level course?
- The Course Topic Outline integrates all of the course objectives.
- Weights of course assignments add up to 100%.
- Grading scale makes sense. Please take out to two decimal points.
- Impact report has been completed. Notification and response emails have been uploaded as documentation to the proposal form, as applicable.
- All fields are complete.
- Grammar, spelling, and punctuation have been checked and are correct.

### Program Revision Form

- Link to Summary of Request Form works.
- The correct actions for the proposal have been selected.
- Justification is clearly written and includes, as applicable:
  - Why you wish to revise the program/cert./minor? What gap are you attempting to fill?
    - 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
- Correct CIP code is entered.
- 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.)
- Impact report has been completed. Notification and response emails are uploaded as documentation to the proposal form, as applicable.
- All fields are complete.
- Grammar, spelling, and punctuation have been checked and are correct.