

Academic Programs Council (APC)
FACULTY REVIEWER CHECKLIST

Purpose: This checklist is intended to assist Academic Programs Council (APC) members in conducting a consistent, thorough review of proposals. It is intended as a guide and should not replace the reviewer's academic judgment or discipline-specific expertise.

Instructions: Review the General Questions section for every proposal. Complete only those sections applicable to the proposal under review.

1. General Questions

- ☐ Have I reviewed all supporting documentation?
 - ☐ Does the submitted form accurately reflect the requested changes?
 - ☐ Does the submitted form comply with university policy (e.g., course description ≤ 50 words, course credit hour standards, etc.)?
- ☐ Is the proposal academically sound?
- ☐ Is the rationale for the change clearly explained?
- ☐ Does the proposal benefit students or improve the curriculum?
- ☐ Does this duplicate an existing course or program without sufficient justification?
- ☐ Will this proposal negatively impact another college or academic program?
- ☐ Are there any concerns or questions I want addressed before approval?

GENERAL QUESTIONS

2. Course Additions

- ☐ Is there a clear academic need for the proposed course?
- ☐ Is the proposed course level appropriate (undergraduate, graduate, or professional)?
- ☐ Are the proposed credit/clock hours appropriate?
- ☐ Is the course title and description clear?
- ☐ Does the syllabus align with the course proposal?
- ☐ Are learning objectives appropriate?
- ☐ Does the grading method adequately assess student learning?
- ☐ Are prerequisites appropriate?
- ☐ Is there unnecessary overlap with existing courses?

COURSE ADDITIONS

3. Course Revisions

- ☐ Are the requested revisions reasonable?
- ☐ Will the changes improve the course?
- ☐ Do revised learning outcomes still support the curriculum?
- ☐ Will the proposed revision improve student learning or program effectiveness?
- ☐ If credit hours are changing, what impact does that have on the program?
- ☐ If prerequisites are changing, is the rationale appropriate?

COURSE REVISIONS

4. Course Deletions

- ☐ Is there a justification for deleting the course?
- ☐ Will deleting the course negatively affect current students?
- ☐ Does another course adequately replace it, if applicable?
- ☐ Will this create an unintended gap in the curriculum?

COURSE DELETIONS

5. New Degree Programs

- ☐ Is there a demonstrated academic or workforce need?
- ☐ Is the curriculum coherent and appropriately sequenced?
- ☐ Does the proposed program align with the institution's strategic priorities?
- ☐ Are sufficient faculty and resources available?
- ☐ Does the proposal duplicate another program?
- ☐ Is the implementation timeline realistic?
- ☐ Are there accreditation or regulatory considerations?

NEW DEGREE PROGRAMS

6. Program Modifications

- ☐ Is the modification clearly described?
- ☐ Does the proposed modification strengthen the curriculum or improve student outcomes?
- ☐ Will current students be adversely affected?
- ☐ Are admission, graduation, or curriculum changes justified?
- ☐ Are transition plans adequate for current students?

PROGRAM MODIFICATIONS

7. Certificates

- ☐ Is the certificate purpose clearly defined?
- ☐ Is the curriculum appropriate for the credential?
- ☐ Does the certificate duplicate an existing offering?
- ☐ Is the certificate aligned with workforce or educational needs?

CERTIFICATES

8. Syllabus Review

- ☐ Are the learning objectives measurable?
- ☐ Do the objectives use appropriate action verbs?
- ☐ Are the grading methods clearly explained?
- ☐ Are rubrics included where appropriate?
- ☐ Do assignments have associated grading rubrics that specify values earned for learner behaviors and actions (e.g., attendance or professionalism)?
- ☐ Do assignments align with the course objectives?
- ☐ Does the syllabus accurately reflect the proposed course changes?
- ☐ Does the syllabus follow the approved Simple Syllabus template?

SYLLABUS REVIEW

9. Final Recommendation

- ☐ Approve
- ☐ Approve with recommended revisions
- ☐ Table for additional information
- ☐ Do not approve

FINAL RECOMMENDATION

Rationale/Comments

RATIONALE/COMMENTS