SONHP Curriculog Checklist

Prior to finalizing a submission to Curriculog, I completed the following:

- o Reviewed the Process and Development of New Programs flow chart

- o Reviewed the Curricular Change Calendar

- o Attended the relevant program and/or department meetings to review and obtain a passing vote in order to proceed with a formal Curriculog submission.

- o If the program (new or modified) will be an online/distance learning program, USF is required to comply with federal and state regulatory requirements for distance education, including related activities, across state lines (e.g. enrollment and marketing). For programs in which greater than or equal to 50% of the class sessions are to be delivered online, or for any proposed activities to be conducted outside of California as part of a program, I have consulted with Katie Hoffman (khoffman@usfca.edu) to discuss important compliance requirements has been completed.

- o Obtained the evidence to support the need for the change or addition of a program or course (e.g., market research, analysis of programs at competing institutions, etc.)

- o Gathered all necessary documentation for the submission

- o For a new program, include: approved Intent to Propose New Program form (see curriculog form), course descriptions, syllabi for courses that are new, an assessment plan (indicate how each program learning outcome will be assessed during the next 3 years), curriculum schema (the list the courses that will be part of your new program curriculum, a curriculum checklist (outlining the requirements of the program with associated unit totals), a sample schedule (indicating when courses will be offered), and a curriculum map (that describes how courses meet the Program Learning Outcomes), a teach-out plan, and a budget (ensure you have submitted a separate Budget Proposal through Curriculog at the same time your Intent to Propose proposal was submitted).

- o For a program modification, include: course descriptions (for the courses that are part of the proposed program change, e.g., new courses, existing courses being removed, existing courses being added to requirements), syllabi (for required courses related to the proposed program change), curriculum schema (the list the courses that will be part of your new program curriculum, a curriculum checklist (outlining the requirements of the program with associated unit totals), a sample schedule (indicating when courses will be offered), and a curriculum map (that describes how courses meet the Program Learning Outcomes).

- For new or modified courses, include: the complete syllabi, complies with the [credit hour policy](credit) (scheduled hours are consistent with the number of course units), and review the current catalog page.

- Reviewed the [SONHP Course Syllabus Guidelines](SONHP)

- Reviewed the impact of the changes (i.e.; which existing program(s) will be affected by the proposed changes to your program, and in what ways)

- Considered and prepared a response to address any regulatory requirements or accreditation standards that this proposal impacts

- Examples of program modifications that are substantive changes that require regulatory and accreditor review are changes in: curriculum (revisions that change the length of the program, the total required degree credit hours, PLOs, modality, total clinical clock hours, and removal or addition of substantially different curricular/course content than reviewed by the accreditor during the last program evaluation); established mission or goals of the program; program offerings or options (including development, suspension, or closure of, including both degree, certificate programs and tracks within those programs); method or location of delivery from those offered when an accreditor last evaluated the program; student enrollment (increase or decrease); and any changes that may impact or change the student achievement such as completion rates, pass rates, and/or employment rates that fall below an accreditation standard.

- Discussed these changes with the other affected program(s) and documented the outcome of the discussion(s)

- Prepared for any additional necessary Curriclog submissions (for example: any new courses proposed here are not automatically approved and will need to go through a separate New Course approval process in Curriculog

- Consulted with the area Associate Dean regarding the content of the submission