

Worksheet for STEL Curriculum Proposals

Requirement or task	Self-check	Program approves (Initial and date here)	Curriculum Committee Approves
<p>STEP ONE Develop or revise official university syllabus to include:</p> <p>A. Catalog Entry</p> <ul style="list-style-type: none"> <input type="checkbox"/> Discipline and course number (obtain registrar approval, if new number) <input type="checkbox"/> Number of credit hours <input type="checkbox"/> Style (Lecture, Lab or Field experience) <input type="checkbox"/> Prerequisites <input type="checkbox"/> Catalogue entry with title abbreviation <p>B. Detailed description of content of course (list topics or units of study)</p> <p>C. Detailed description of conduct of course</p> <p>D. Goals and objectives with:</p> <ul style="list-style-type: none"> <input type="checkbox"/> NCATE Standards (1b, 1c, 1d or 1g) <input type="checkbox"/> VDOE Standards <input type="checkbox"/> Your SPA Standards <input type="checkbox"/> Other SPA standards if needed (other programs initial and date here: _____) <p>E. Assessment Measures</p> <ul style="list-style-type: none"> <input type="checkbox"/> NCATE Performance Assessment named as one of the measures, if applicable <p>F. Other Course Information (as needed)</p> <p>G. Review and Approval History</p>			
<p>Syllabus includes evidence that the course addresses development of:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Skills related to diversity <input type="checkbox"/> Technology skills 			
<p>STEP TWO</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete Proposal Cover Sheet if this is a new or revised course 			

<input type="checkbox"/> For new Courses: Include New Course Proposal and signed library assessment form			
<p>STEP THREE For Changes in Program</p> <input type="checkbox"/> Complete New cover Sheet <input type="checkbox"/> Complete Program Revision form w/changes in all catalogue language			
<p>STEP FOUR</p> <input type="checkbox"/> Post all documents above including this checksheet in WebCT, and e-mail STEL faculty that proposal is now available in WebCT.			
<p>STEP FIVE</p> <input type="checkbox"/> With Liz and Sandy, arrange on-line or STEL faculty meeting discussion to obtain input and approval.			
<p>STEP SIX</p> <input type="checkbox"/> Attend scheduled Curriculum Committee meeting or send designee to answer questions.			
<p>STEP SEVEN Make requested revisions to proposal, if necessary.</p> <input type="checkbox"/> Revise proposal packet and return to STEL Curriculum Committee.			
<p>STEP EIGHT Be prepared to attend College, PEC, and/or University level committees if requested.</p>			