

College of LLL New Course Proposal Checklist

Does the proposal...

- Fill the **UHM-1 form** appropriately according to the instructions provided? (Instructions: http://www.manoa.hawaii.edu/ovcaa/planning_approval/pdf/SubmittingGuidelinesUHMForms.pdf)
- Provide a **rationale** for creating the course? Does it make sense?
- Explain which **institutional learning objectives (ILOs) for undergraduate students** the new course will cover? (Undergraduate courses only: OVCAA's new requirement effective FALL 2013.) (Link to the ILOs: <http://www.manoa.hawaii.edu/ovcaa/policies/pdf/M5.321.pdf>)
- Attach a **detailed sample course syllabus** that includes the information below? What is the overall quality of the syllabus?

course title & number; credit hours; prerequisites; course description; student learning objectives/outcomes ("At the end of the course, the student will be able to..."); textbooks, required readings; grading criteria (Note that final examinations are required in all undergraduate courses, except writing courses, directed reading, creative arts, research seminars, internships, and field experiences); classroom policies; weekly schedule of topics and readings, including exam dates

- Explain the relationship of the proposal to the **existing and/or future curriculum plans** of the program? How will the new course affect the existing curriculum?
- Justify the **number of credits** and the **level of the course**? Are the prerequisite(s) appropriate, if applicable? (Note that upper-level courses should have prerequisites and/or class standing restrictions.)
- Provide **confirmation of consultation** with any other departments and UH campuses that might be impacted by the new course, if any (e.g., departments offering one of the prerequisite courses, campuses offering a course with similar course content, etc.)? Also, whenever a question of territory arises, the petitioning department should provide the approval signature from the Chair of the department that may be affected.
- Explain the **qualifications and availability of instructors** who will teach the course and the impact that the new course may have on faculty workloads? If approved, does the course require additional resources?
- Provide the **expected enrollment**?