NEW YORK CITY COLLEGE OF TECHNOLOGY

THE CITY UNIVERSITY OF NEW YORK

COLLEGE COUNCIL CURRICULUM COMMITTEE

**Proposal Number:**

**Date of Meeting:**

**Present:**

**Subcommittee Chair Checklist:**

To help you and your committee in reviewing proposals, here is a list of common areas of concern. Please use this when considering the proposal, and bring a clean copy to the meeting with the proposers, dean, and provost’s office to fill out. This will be an attachment to your final report to the committee.

* Learning outcomes (course-specific and gen ed) and assessment methods
* Balance of assignments in the week-by-week listing
* Technology expectations and outcomes for students
* Materials and activities costs for students
* Rationale (who will take the course, why is it a good idea, how will it fit onto a degree program or the gen ed offerings, transferability)
* CUR form (correct, complete, include a degree program change form if necessary?)
* Course catalog description (concise, active, sentence fragments ok, all in present tense, flexible, student-focused)
* Prerequisites
* Consultation with affected departments (potential areas of collaboration or overlap, if a prereq/coreq for classes in other depts, if required for any degrees)
* Resource needs (equipment, special facilities or materials needed, contact hours, etc)
* TIPPS – Course Equivalencies (if any)
* Other

**Comments:**