

Course proposal checklist

In WebCMS the course proposal has 34 fields in 7 sections and many of those fields have subfields. It's not surprising that some details get overlooked by the time the proposal makes it to the curriculum office stage (stage 4). Here is a short summary of what an author, chair, and dean ought to focus on.

The items your proposal must have to make EDC agenda.

- Department minutes with course details
- There is one representative textbook less than 5 years old.
- Content review form(s) filled out¹
- 'And's or 'Or's are noted for multiple requisites.²
- Class size form (new courses or class size change only)
- Distance Learning Form (for requesting or maintaining DL only)³
- Remove all blank supplemental forms.
- Follows the style guide and local practice as described in EDC handbook⁴
- Any honors version or cross listed version is also being submitted.
- The course is part of a program (Essential for new courses).

Disclaimer: Although adherence to this list will greatly increase the odds of the proposal making EDC agenda, the proposal may be pulled for unforeseen reasons. Making the agenda does not guarantee approval of the course at EDC.

For additional information, please attend one of our POD trainings offered in Fall and Spring, refer to the [EDC handbook](#), or contact one of the liaisons or curriculum specialists.

¹ CRFs are required for maintaining, adding or removing of prerequisites, corequisites and advisories.

² Section 5 in the WebCMS proposal

³ Remove any blank forms

⁴ Lab and lecture topics properly listed, special project guidelines followed etc.