Members of the Undergraduate Curriculum Committee (UCC) and the Graduate Curriculum Committee (GCC) review hundreds of proposals each academic year. In order to make our meetings more efficient and to ensure consistent review practices, UCC/GCC members have prepared this document to assist new and returning members with review of CIM forms.

Reviewing CIM forms:
Guidelines for UCC/GCC members

- **Justification:** Most forms require a justification. Use the justification field to guide your reading of the proposal. (For new/revised programs, the field is called "Additional Information".)

- **Important fields:** Some fields are more important for UCC/GCC review. All other fields are important, but they should get a more careful review from other offices before they reach UCC/GCC, e.g., College/School academic oversight committees, Academic Planning Committee, General Education Committee, School of Education Dean's Office, Records and Registration. ***The following fields should get priority review by UCC/GCC:***

  New and revised program forms:

  - "Additional Information"
  - "Title"
  - "Mode of Instruction"
  - "Justification if more than 40 credits"
  - "Program or Policy Requirement and Description"

  New and revised course forms:

  - "Justification for …"
  - "Course Title"
  - "Course Description"
  - "Abbreviated Course Title"
  - "Prerequisite(s)"
  - all of the fields in the "Course Learning Outcome and Content Outline" section
  - "Component Hrs/Wk"

  Deactivated program/course forms: The only field of interest for UCC/GCC review is the justification field

- **Catalog/transcript content:** The content in some CIM fields gets published in the catalog and/or on student transcripts. The language in these fields must be carefully proofread and targeted to an audience of current and potential students and must make sense to typical reviewers of transcripts, e.g., graduate schools, employers, grant agencies. ***All other content is for internal use only. Valuable meeting time does not need to be spent on typos that do not affect the interpretation of the proposal.*** The following fields contain catalog/transcript content:

  New and revised program forms:

  - "Program or Policy Requirement and Description"

- o "Title"

New and revised course forms:

- o "Course Title"
- o "Course Description"
- o "Prerequisite(s)"
- o "Abbreviated Course Title"

- **Revised courses/programs:** Additions will be in **green/bolded** and deletions will be in ~~red/strike-through~~. Focus your review on these additions and deletions, as well as any fields where change is expected (e.g., "Course Objectives and/or Learning Outcomes," especially if there are changes to the course description); however, all fields are eligible for review.

- **"Course Objectives and/or Learning Outcomes:"** The minimum requirement for this field is the SLO language that will be included on the syllabus, as required by the University's approved syllabus template.

- **Hidden prerequisites:** When reviewing course requirements in the "Program or Policy Requirement and Description" field, look out for any "hidden" prerequisites, minimally in a footnote. For example, if a student must take a specific General Education course in order to take a course required for her major, that fact must be stated clearly on the program form.

- **Slash courses:** In the "Provide information on how this will be accomplished in the course" field, "graduate students will have more work" is not sufficient; proposals must be more specific than that. However, we look for flexibility for this requirement to be satisfied by different instructors with different pedagogical philosophies. Rather than contain the one and only way that it will be accomplished, the proposal should provide an example of a way or ways in which it could be accomplished.

- **For more information:** See the document **"Preparing and submitting CIM forms: Guidelines for faculty and department/program administrators"** and/or talk to the UCC or GCC chairperson

Guidelines specific to GCC

- **"Program or Policy Requirement and Description:"** In addition to course requirements, graduate programs should, whenever applicable, also include admission, comprehensive exam, and thesis requirements.
- **"Prerequisite(s):"** For graduate courses, prereqs are informational only. Records and Registration does not check them.

Approved by UCC 4-30-19 and GCC 5-7-19