

Curriculum Review and Approval Committee (CRAC) Proposal Checklist

INSTRUCTIONS: This checklist is required to be attached to every new or revised curricular proposal that is sent to CRAC. Your proposal is required to use and follow the headings below, and while it may not be necessary for a given proposal to address each item listed on the checklist, it is important that each item on the form be carefully considered when writing curricular proposals. All proposals for curricular changes must follow the appropriate guidelines and forms available on the Academic Affairs website at: <http://www.sfsu.edu/~academic/aacurrguide.htm> . Refer to the CRAC Guidelines for a detailed listing of curriculum proposal requirements and processes. This checklist is intended to supplement those guidelines, not to replace them. Procedural questions should be directed to Alex Katz, Curriculum Coordinator, ADM 447, ext. 53568, akatz@sfsu.edu

Proposal Title:	
Contact Name:	
Department:	
Extension:	
E-mail:	

I. Introduction

- Background
- Problem statement
- Purpose statement
- Justification (e.g., needs of, and benefits to, students, program/department, college, university, accreditation, Bay Area, profession)

II. Curriculum Proposal

- Description with side by side comparison of existing and proposed change(s)
- Student learning outcomes
- Timeline (e.g., implementation, transition, discontinuance)
- Projected outcomes (e.g., student enrollment, visibility, course offering)
- Evaluation procedure (e.g., efficacy measure, FTE)

III. Consultations

- Department (e.g., students, faculty, staff)
- Profession/Discipline (e.g., advisory boards, accreditation bodies)
- Library – allow a minimum of two weeks
- Other Affected programs/departments
- College (e.g., dean, college council/curriculum committee)

IV. Resource Implications

- Students (e.g., enrollment issues, graduation timeline)
- Department (e.g., faculty, advising, workload, course offering)
- College (e.g., budget, staffing)
- University (e.g., facilities, library)

V. University Requirements/Policies

- Major/Minor/Certificate
- Roadmap: http://www.sfsu.edu/~admisrec/reg/roadmaps_faq.html
- Writing requirements (e.g., GVAR)
- Articulation agreements (e.g., The CSU Lower Division Transfer Project-LDTP)

VI. Appendices

- Routing slip – required to be cover sheet for proposal
- Letter from Dean supporting proposal and committing to needed resources
- Evidence of all consultations (e.g., Library, e-mail correspondence, letters)
- Bulletin copy of existing and proposed curriculum