Curriculum Development Checklists

Course Revision Checklist	
1. Originator and the Dean discuss proposed curricular action. Discussion will include: need for the revision, target start date, facility, instructional support, and equipment needed if applicable.	☐
2. Originator follows Course Guidelines and Elements on page 12. To revise current Course Outline located in CurricuNET.	☐
3. If Applicable, Originator emails the revised Course Outline to the Dean for Learning Outcomes, Curriculum and Program Development for an outcomes review: kgorski@waubonsee.edu	☐
4. Using the revised Course Outline, originator enters revised course details into CurricUNET for the course(s) to be included on the next Curriculum Council Agenda. (Instructional Services can enter information into CurricUNET for the originator.) To request support: email lmalley@waubonsee.edu and copy Dean.	☐

Course Development Checklist	
1. Originator and the Dean discuss proposed curricular action. Discussion will include: need for the course, target start date, facility, instructional support, and equipment needed if applicable.	☐
2. Originator follows Course Guidelines and Elements on page 12. to develop the proposed course(s) using the Course Outline Form(s) on page 30.	☐
3. Originator discusses proposal with faculty from other impacted academic programs.	☐
4. Originator emails Course Outline Form(s) to Learning Outcomes for an outcomes review: kgorski@waubonsee.edu	☐
5. Once outcomes are approved, originator emails advising and counseling, instructional services, learning assessment, financial aid, academic support, library, and registration and records for review: jbechtold@waubonsee.edu; lmalley@waubonsee.edu; cboudreau@waubonsee.edu; amoorebohannon@waubonsee.edu; sbrayton@waubonsee.edu; mdale@waubonsee.edu	☐
6. Originator and Dean discuss proposal with AVP.	☐
7. Using the Course Outline Form(s), originator enters new or revised course details into CurricUNET for the course(s) to be included on the next Curriculum Council Agenda. (Instructional Services can enter information into CurricUNET for the originator.) To request support: lmalley@waubonsee.edu	☐

Program Development and Revision Checklist

1. Curricular Action: **Develop a New Program** ☐ **Revise an Existing Program** ☐ Refer to ☐ for Courses on page 20.	
2. Originator meets with Program Development Coordinator for economic modeling data. New programs will complete an initial program review and if program shows high demand, growth and wage, a program proposal: tford@waubosnee.edu	☐
3. Originator discusses new program idea or revision with the dean. Discussion will include: need for the program or revision, target start date, facility, instructional support, equipment, industry partners and program advisory council members if applicable.	☐
4. For Program Revisions: Follow Program Guidelines on page 22. Then follow the course checklist 3-7 for revisions to courses within the program.	☐
5. For new programs only, follow 5-9: Originator and Dean or Program Development Coordinator presents program proposal at Joint Instructional Council for a recommendation to move forward for executive leadership approval. Dean of Learning Outcomes, Curriculum and Program Development will submit a recommendation for approval based on JIC meeting outcomes. Recommendation is sent to College Stakeholders: admissions, advising, counseling, facilities, finance, financial aid, IT, library and marketing for notification.	☐
6. Upon approval: originator works with dean to complete a program development timeline which includes curriculum development. Each program includes course development. Course Outline Forms are completed for each course in the program.	☐
7. Originator emails Course Outline(s) with the course descriptions and outcomes to Learning Outcomes for review: kgorski@waubonsee.edu	☐
8. Originator enters curriculum in CurricuNET or email Instructional Services for support and Curriculum Council preparation: lmalley@waubonsee.edu	☐
9. Upon Curriculum Council approval, Program Development Coordinator prepares documents for the approvals needed prior to offering a program: Waubonsee Board, ICCB, IBHE and HLC.	■