

## UCC / UCC QA Course Review Checklist

### UCC QA: (2 UCC members, Wolverine Track, Curriculum Office)

- ☐ Verify that required courses are offered more frequently than just “on sufficient demand.”
- ☐ Verify Course Description is in proper format
- ☐ Review Pre/Co Requisites
  - No hidden pre-requisites
  - If department approval is required as a pre-requisite, it must be: an internship, independent study, research, an audition, or a professional level course
- ☐ Course Learning Outcomes (appropriateness for level, measurable)
- ☐ Credit hour ratios (traditionally 1 lecture = 1 credit hour / 3 lab hours = 1 credit hour)
- ☐ Justification/strategic purpose
- ☐ Cross-listing –is it a true cross-list and appropriately justified?
- ☐ Review comments –Have all concerns from Intercollegiate View, College Curriculum Committees, and deans been addressed?
- ☐ Content edit
- ☐ Verify that all impacted items have been submitted (or a facilitation requested)

### UCC: (8 voting UCC members, Wolverine Track, Curriculum Office, OTL)

- ☐ Verify there is enough faculty that can teach course. Is it a boutique course? (a course that is interesting to the faculty member that wants to teach it, but not needed for graduation)
- ☐ Look for overlap or redundancy with other courses
- ☐ Topics are appropriate for college and school –Collaboration has occurred
- ☐ Check for obvious errors

### Registrar: (1 staff member)

- ☐ Course pre-req will work in UVU systems
- ☐ Requirements for a student to register for the course

### Curriculum Office: (1 staff member)

- ☐ Verify proposed effective term
- ☐ Title, Course Numbering/Prefix, designations, special characters
- ☐ Check for completeness and proper workflow
- ☐ Affected programs or courses submitted along with this course submission?
- ☐ Review for Pre/Co-requisites (no hidden pre-reqs)
- ☐ Course Fees (added or removed)
- ☐ Repeatable credits
- ☐ What special requirements are needed? Notify affected groups
- ☐ Impact Search / Contingency
- ☐ Course submission follows UVU Curriculum Procedures
- ☐ Copy Edit

## UCC QA Program Review Checklist

### UCC QA: (2 UCC members, Wolverine Track, Curriculum Office)

- ☐ Program Description –first paragraph will be used as catalog entry
- ☐ Justification makes sense (The deans rely on being able to read a clear explanation on what is going on and WHY)
- ☐ Program Learning Outcomes (appropriateness for level and measurable) For NEW and High Impact Modifications ONLY
- ☐ Course Listing/ Degree Map – Review for Hidden Pre-reqs (Are the courses listed plausibly? –Pre-reqs cannot be listed in the same semester or after) / Matriculation requirements
- ☐ Verify number of credits are appropriate for degree (See Curriculum Procedures)
- ☐ Upper division/Lower division credits, program credit hour distribution
  - ☐ Minors must have 50% upper division
  - ☐ Associates may have NO upper division credits
  - ☐ Bachelors need at least 40 upper division credits, 1 GI course, and 2 WE courses
- ☐ Review comments –Have all concerns from Intercollegiate View, College Curriculum Committees, and deans been addressed?
- ☐ Emphasis: Verify that the number of credits in the core appears correctly in the course listing for all of the emphases
- ☐ Stackability (if there is another degree level, does the curriculum match?)
- ☐ Content edit

**UCC:** (8 voting UCC members, Wolverine Track, Curriculum Office, OTL)

- ☐ Look for overlap or redundancy with other programs
- ☐ Consistency with Institutional Missions / Department Strategic Need / Similar Programs
- ☐ Evaluate curriculum design to remove roadblocks to student completion
- ☐ Stackability (if there is another degree level, does the curriculum match?)
- ☐ Labor Market & Student Demand
- ☐ Deletion: Seven-year teach out plan (should be attached, or noted that it has been sent to the Curriculum Office) and impact to UVU programs
- ☐ Note obvious errors

**Registrar:** (1 staff member)

- ☐ Program will work in UVU Systems
- ☐ Graduation Requirements, credit numbers check

**Curriculum Office:** (1 staff member)

- ☐ Proposed Effective Term
- ☐ Title
- ☐ CIP code
- ☐ Check for completeness, attachments if required (budget)
- ☐ Impact Search
- ☐ Stackability
- ☐ Course Listing / Degree map –Review for hidden pre-reqs
- ☐ Matriculation requirements
- ☐ GE, GI, WE requirements met
- ☐ Upper/Lower division credits met?

- ☐ Emphasis? Verify that the number of credits in the core appear correctly in the course listing for all emphases
- ☐ Grad requirements match credits in program listing and have needed elements
- ☐ Program submission follows UVU Curriculum Procedures
- ☐ Copy edit
- ☐ If required: Review PDD additional questions

**AQA:** (1 AQA staff member)

- ☐ Assessment – Learning Outcomes
- ☐ CIP code
- ☐ Specialized accrediting body
- ☐ Deletion: Seven-year teach out plan and impact to UVU programs

**Budget:** (1 Budget Office staff)

- ☐ Program costs listed correctly
- ☐ Budget Spreadsheet attached for Associate and higher –verified for correctness

Updated 8/18/22