<table>
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<th><strong>Curriculum Council Cat I Possible Review Questions</strong></th>
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<tbody>
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<td><strong>Proposal Number:</strong></td>
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<td><strong>Proposal Name:</strong></td>
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<td><strong>Reviewer:</strong></td>
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<td><strong>Review Date:</strong></td>
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1. **Overview**
   - Are all elements included?
   - Is the Executive Summary adequate?
   - Is it obvious what the purpose for this action is?

2. **Budget**
   - Do the money numbers and functions in the text match what's on the budget pages?
   - Does the budget make sense in light of what is being proposed?
   - Is admin support needed and properly budgeted for?
   - Is a Director's part-time FTE budgeted for?
   - If budget is required, where is the money coming from? (Need a letter -- not just "Sabah told me…")
   - Have all facility upgrade costs been accounted for?
   - Have all library upgrade costs been accounted for?
   - Have all transition costs been accounted for?

3. **Classes**
   - Are the listed course numbers correct? Do they all currently exist? Are there Cat II plans if they don't currently exist?
   - Do credits in the proposal match the credits in the listed courses?
   - If there are new classes, do they make sense as part of the overall program?
   - Are there new staff budgeted to teach them?
   - If there are new classes and no new staff budgeted to teach them, what existing activities will no longer be done?
   - Are any classes being cancelled? What happens to students already in the pipeline?
   - If classes are being cancelled, has adequate liaison been done with departments whose students will be affected?
   - Is there an e-campus component?

4. **Organization**
   - If this is a re-org, does the proposal show the new organization? Who is the new director/chair?
   - Who do they report to? Who reports to them?
   - If a new degree is being created, is it obvious which department will be giving the degree?

5. **Internal Liaison**
   - Were the right people asked?
   - Did they reply?
   - If concerns were raised, were they then addressed in the proposal?
   - Is there evidence of student demand?

6. **External Letters**
   - Is there evidence of support from potential employers?

7. **Miscellaneous**
   - Is there an Entrance requirement? Is it reasonable?
   - Is the Anticipated Enrollment reasonable?
   - Is the Anticipated Graduation Rate reasonable?

mjb -- March 3, 2011