Course Proposal Common Errors

The lists below represent the most common feedback A&S proposals receive when a course is tabled or passed-contingent by UCCC. Please give special attention to these items in all course proposals.

Course Title and Catalog Description

- The course title and/or catalog description does not match in CIM/syllabus.
- The catalog description is formatted incorrectly.

Prerequisites

- Prerequisites are missing in the CIM.
- Graduate courses with undergraduate prerequisite should also list "or equivalent."

Learning Outcomes

- The Learning Outcomes are not listed or are formatted incorrectly in the CIM.
- Outcomes must be measurable (and should <u>not</u> start with "learn, understand, know...").
- For variable topic courses, the learning outcomes should be written so that the outcomes remain consistent even as the topic varies.

Course Materials

- Clarify required vs. recommended books.
- The book ISBN number is missing.
- Technology requirements are not listed.
- Students are directed to an outside retailer.

Assignments/Methods of Evaluation

- Assignment descriptions should be titled and organized consistently with the Methods of Evaluation chart.
- Clarify the number of each type of assignment and how each is weighted.
- Assignments are not equitable across campuses.
- Specify if the final exam is cumulative.

Split Level

- An explanation of how graduate assignments and/or exams will vary is not provided.
- The graduate-level requirements are not sufficiently rigorous.

Grading Scale

- The grading scale lacks two-digit sensitivity.
- There is a scaling error that causes grade overlap.

Attendance/Late Work

- Clarify attendance for online students.
- A late work policy must be included and reference AOP 12.09.
- Students with missed work falling under AOP 12.09 cannot be made to use a drop grade.
- Deadlines for make-up work should be within a certain number of days *upon the student's return to class.*

Contact Minutes

- Clarify direct vs. indirect instruction.
- Total the minutes at the end of the weekly chart.
- The contact minutes shown do not align with the requirement for the credit hour production.

Letters of Support

- No letter is provided.
- The letter is outdated or from a previous special topic offering.
- The letter is missing signatures from all department committee members.
- The course is graduate level and letter is only from the undergraduate committee.

Online Delivery/Distance Questions

- Clarify how the course is delivered and administered (Canvas videos, quizzes/exams) for online students.
- There are inconsistencies with course being listed as both synchronous and asynchronous.
- Campus 5 is not selected in the CIM.
- Distance questions are not answered in the CIM.
- Lecture time vs. lab time is not clearly distinguished.

General Education

- The syllabus says the course is intended for Gen Ed but the course is not marked as such in the CIM.
- The course is marked for Gen Ed in the CIM but the subsequent questions are not answered.

Links in Syllabus

- AOP 12.09 hyperlink is missing or broken.
- University Syllabus hyperlink is missing or broken.

Canvas Access

- Students cannot be denied access to modules or course materials based on a late or missing assignment submission.

Cross-Listing Multiple Prefixes

- The accompanying technical change for the existing course has not been submitted.

Syllabus Version / Old Syllabus

- In course modification proposals, only include the most recently revised version of the syllabus. Remove all old syllabi.

Other

- Course numbers are transposed.
- Time zone is not listed for due dates or office hours in syllabi for asynchronous online courses.
- There are multiple misspelled words/typos.

A Note on Approval Timelines

While the complete approval process can be lengthy due to the nature of monthly meetings, one of the most common causes of a delay is inaction after a passed-contingent vote.

Once a course is reviewed by the A&S curriculum committee or the UCCC, the proposer will receive an email notifying them of the course's status. If the course is passed-contingent, the proposal is rolled back to the proposer with only minor edits requested.

Additional Assistance

For any questions related to curriculum development, including proposal reviews before submission, please email the A&S Academic Affairs office at curriculum@deanas.msstate.edu.

Guidelines are also provided in the A&S proposal guides and UCCC Guide & Format.