**College of Arts and Sciences: Committee on Instruction**

**New Course Evaluation Checklist**

*This checklist is used by members of the Committee on Instruction in the new course review process. To ensure timely approval of course proposals, submitters are encouraged to review these criteria and incorporate them within their submissions.*

*Any questions may be directed to Sandra Dykstra at* [*dykstra@oakland.edu*](mailto:dykstra@oakland.edu)*.* **Revised Sept. 2018.**

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| Web form for new courses:  <https://oakland.curriculog.com> (to be filled out by department chair or administrator). Form approval pin = 1234 |
| * Course number is appropriate to course content and departmental numbering scheme. * Course repeat options are clearly stated and justified (if applicable). * Assigned course credits are appropriate to course content and related contact hours. * Course prerequisites/co-requisites are appropriate to course content and target student audience |
| Rationale |
| * [New course form](https://goo.gl/forms/BuHCtbgoRIzHgxsw1) filled out by department chair/program director that provides rationale and confirms departmental course approval * Course information on syllabus consistent with rationale |
| Course Description and Outcomes |
| * Course descriptions: catalog description and more in-depth description. * Course outcomes: align with description and are supported by topics noted in syllabus, and pertain to what an instructor means to achieve in the course.   + Include: goals and outcomes, assessed knowledge/skills that are a focus of this course. See [Examples of outcomes](https://www.oakland.edu/Assets/Oakland/cas/files-and-documents/New-Course-Eval-Checklist/Example%201%20Outcomes-%20v3,%209.21.2018-1.docx). For Gen Ed courses, learning outcomes are the GESLOs. * Required texts, readings, other resources * Weekly topical outline (detailed information encouraged) |
| Method of Evaluation |
| * Papers/projects/presentations/etc. * Expectations/goals of these assessments * For 1000/2000 level courses, assessment in place to meet OU mid-term grade requirement |
| Grading Policy |
| * Note how assessments are weighted with clearly defined points or percentages for each * If attendance is graded, clearly state policy/expectations, including specific penalties. Be sure to include exceptions for OU's excused absence policy (see below). See [Examples of attendance policies](https://www.oakland.edu/Assets/Oakland/cas/files-and-documents/New-Course-Eval-Checklist/Example%202%20Attendance%20Policies%20-%20v3,%209.21.2018.docx). For instructor-determined attendance policies, the Committee urges instructors to:   + make reasonable accommodations for documented instances of illness and family hardship   + ensure that students are not being doubly penalized with both attendance and participation grades being affected by missing class or with both an attendance grade and a penalty on a final grade   + avoid overly harsh policies, such as failing the course or drastically lowering the final course grade * If participation is graded, clearly state policy/expectations. See [Examples of participation grades](https://www.oakland.edu/Assets/Oakland/cas/files-and-documents/New-Course-Eval-Checklist/Example%203%20Participation%20Grades%20-%20v2,%209.21.2018.docx). * Note how grades/points/percentages convert to OU’s letter grading scale. See [Examples of grade distribution practices](https://www.oakland.edu/Assets/Oakland/cas/files-and-documents/New-Course-Eval-Checklist/Example%204%20Grading%20Scales%20as%20of%209.21.2018.docx).   *Points/percentages may vary between courses but should clearly convert to OU grading scale.* |
| Other Items |
| *The following items are to be included in syllabi. You are welcome to copy them verbatim. Just make sure your policies are consistent with OU policy as described below.* |
| Reasonable Accommodations |
| Accessibility and Accommodations: It is the University’s goal that learning experiences be as accessible as possible. Students with disabilities who have questions about course accessibility are encouraged to contact the instructor immediately. The Office of Disability and Support Services (DSS) is available to help. DSS is located in room 103A North Foundation Hall. For more information, call 248-370-3266 or visit <http://www.oakland.edu/dss> |
| Policy on Academic Misconduct |
| The University’s regulations that relate to academic misconduct will be fully enforced. Any student suspected of cheating and/or plagiarism will be reported to the Dean of Students and, thereafter, to the Academic Conduct Committee for adjudication. Anyone found guilty of academic misconduct in this course may receive a course grade of F, in addition to any penalty assigned by the Academic Conduct Committee. Students found guilty of academic misconduct by the Academic Conduct Committee may face suspension or permanent dismissal. The full policy on academic misconduct can be found in the General Information section of the Undergraduate Catalog. |
| Excused Absence Policies |
| The University excused absence policy applies to participation as an athlete, manager or student trainer in NCAA intercollegiate competitions, or participation as a representative of Oakland University at academic events and artistic performances approved by the Provost or designee. For the excused absence policy, see https://www.oakland.edu/provost/policies-and-procedures/ |
| Bereavement Policy |
| In the event of the death of certain members within families or among loved ones, the University grants necessary bereavement absences upon student request. For the official policy, see https://www.oakland.edu/provost/policies-and-procedures/ |
| Student Preferred Name/Pronoun Policy (adopted 2018) |
| The University recognizes that as a community many of its members use names other than their legal names to identify themselves. As long as the use of this different name is not for the purposes of misrepresentation or a legal name is required by University business, policy or legal need, the University acknowledges that a "preferred name" will be used wherever possible. The University reserves the right to not accept a preferred name if it is deemed inappropriate, including a preferred name that is vulgar, offensive, fanciful, or creates confusion with another person. |