

Evaluation Checklist for Program Revisions

NOTE: Program revisions do not require edits to all program components. Committees should review only the applicable fields related to the proposed revision.

Criterion	Yes	No	NA	Comments
Effective Catalog				
<i>Only the next academic year is available</i>				
Rationale				
<ul style="list-style-type: none"> Are all aspects of the change/revision identified in the rationale? 				
<ul style="list-style-type: none"> Does the rationale specify the primary reason for the revision? 				
<ul style="list-style-type: none"> Does the rationale explain the importance of the revision? 				
<ul style="list-style-type: none"> Does the rationale avoid disciplinary jargon? 				
<ul style="list-style-type: none"> If this is a Mode of Delivery change, does it have resource implications for the program/department that are explained? 				
Admissions Requirements				
<ul style="list-style-type: none"> Do the requirements meet admissions standards for other similar programs in the unit or elsewhere? 				
<ul style="list-style-type: none"> Do the requirements align with the student population for the program? 				
<ul style="list-style-type: none"> Do the requirements violate any policies? 				
Change Credit Hour Requirements				
<ul style="list-style-type: none"> The number of hours cannot be changed without revising the program requirements. Do the two changes align? 				
<ul style="list-style-type: none"> Does the change meet what you know about the mission of the program? 				
<ul style="list-style-type: none"> Are the credit hours at least 120 credits for undergrad or 30 for graduate degrees? (Does not apply to certificates.) 				
<ul style="list-style-type: none"> If they exceed 120 hours for undergraduates, is the rationale written so that the Board of Trustees would understand and approve it? 				
<ul style="list-style-type: none"> Does the hour change maintain the academic integrity of the program? (A Substantive Change Checklist should have been completed for OAAAPP.) 				
<ul style="list-style-type: none"> Does the change impact the students' time to graduate? If yes, is it justified in the Rationale? 				

Criterion	Yes	No	NA	Comments
Change Program Requirements				
<ul style="list-style-type: none"> Does the change meet what you know about the mission of the program? 				
<ul style="list-style-type: none"> Are all program requirements clearly indicated, including course pre-requisites? 				
<ul style="list-style-type: none"> Do they align with the program title? 				
<ul style="list-style-type: none"> Do the changes still align with the program level? 				
<ul style="list-style-type: none"> Do the credit hours align with the program revisions? 				
<ul style="list-style-type: none"> Do the changes create or maintain the cohesiveness of the program already in place? In other words, does it look like an organized curriculum as opposed to a set of courses with no connection? 				
<ul style="list-style-type: none"> Are the courses sequenced appropriately, so there are progressive and more advanced levels of learning through the program? 				
<ul style="list-style-type: none"> Do the student learning outcomes match the revisions? 				
<ul style="list-style-type: none"> Do the admissions, progression, and GPA requirements align with changes? 				
Mode of Delivery				
<ul style="list-style-type: none"> If there is a mode of delivery change, is it appropriate for the curriculum? 				
<ul style="list-style-type: none"> Have resource implications for the program/department been explained? 				
Change Program Student Learning Outcomes				
<ul style="list-style-type: none"> Are the SLOs written at the right level and do they address competencies relevant for the program? 				
<ul style="list-style-type: none"> Are they written correctly as SLO statements? 				
<ul style="list-style-type: none"> Do the activities align with the SLOs, so that they will be valid measures of learning? 				
Change the Title of the Major				
<i>This type of change must be approved by the UNC System Office.</i>				
<ul style="list-style-type: none"> Does the rationale make a logical argument for the change? Do the details match it? 				
<ul style="list-style-type: none"> Does the change meet what you know about the mission of the program, department, and unit? The mission of the institution? 				
<ul style="list-style-type: none"> Does the new title reflect the curriculum? 				
<ul style="list-style-type: none"> Does the new title match the CIP code? 				

Criterion	Yes	No	NA	Comments
Discontinuing a Program				
<i>This type of change must be approved by the UNC System Office.</i>				
<i>This type of change sometimes must be approved by SACSCOC</i>				
<ul style="list-style-type: none"> Does the rationale make a logical argument for the change? Do the details match it? 				
<ul style="list-style-type: none"> Is there a teachout plan? 				
<ul style="list-style-type: none"> For discontinuations, the UNC System form should be included. Each item should be reviewed for clarity. 				
Change Program CIP Code				
<i>This type of change must be approved by the UNC System Office. Concentration CIP codes must align with major CIP code.</i>				
<ul style="list-style-type: none"> Does the rationale make a logical argument for the change? Do the details match it? 				
<ul style="list-style-type: none"> Does the new CIP code align with the program? 				
<ul style="list-style-type: none"> There are funding considerations associated with CIP codes. Have those been considered? 				
Change GPA Requirements				
<ul style="list-style-type: none"> Does the rationale make a logical argument for the change? Do the details match it? 				
<ul style="list-style-type: none"> Does the change meet what you know about the mission of the program? 				
Change Progression Requirements				
<ul style="list-style-type: none"> Does the rationale make a logical argument for the change? Do the details match it? 				
<ul style="list-style-type: none"> Does the change meet what you know about the mission of the program? 				
Change Title of Concentration, Minor, or Certificate				
<ul style="list-style-type: none"> Does the rationale make a logical argument for the change? Do the details match it? 				
<ul style="list-style-type: none"> Does the change meet what you know about the mission of the program, department, and unit? The mission of the institution? 				
<ul style="list-style-type: none"> Does the new title reflect the curriculum? 				
<ul style="list-style-type: none"> Does the new title match the CIP code? 				

Criterion	Yes	No	NA	Comments
Change/Add/Discontinue Campus Instructional Site (includes online delivery)				
<i>This type of change must be approved by the UNC System Office.</i>				
<i>This type of change sometimes requires notification to or approval from SACSCOC.</i>				
<ul style="list-style-type: none"> Does the rationale make a logical argument for the change? Do the details match it? 				
<ul style="list-style-type: none"> Does the curriculum of the program suit the new mode of delivery? 				
<ul style="list-style-type: none"> Have resource implications for the program/department been explained? 				
<i>Note: For each type of change, the appropriate UNC System form should be included. Each item should be reviewed for clarity.</i>				
<i>Note: For each type of change, a Substantive Change Checklist should be included.</i>				
Program Consultations				
<i>Consultation is meant to understand the landscape of the subject area/program, etc. It is not meant to be an obstacle to your successful proposal but rather to enhance your understanding of how the new program will impact our students and the University. It is an opportunity to engage in interdepartmental conversations.</i>				
<ul style="list-style-type: none"> Is there another department, program, or unit that has expertise in a connected area? Does this revision affect another department, program, or unit? 				
Resources				
<ul style="list-style-type: none"> Has the department acknowledged that appropriate funding/faculty resources are committed and sustainable? 				