

**PROPOSED COURSE ADDITION OR REVISION RUBRIC**

Rows with an asterisk (\*) represent criteria that might not be applicable to every proposal.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion** | **Will Approve** | **Minor revisions needed** | **Significant revisions needed** |
| Classification | Clearly states whether the proposal is a new course, a replacement course, or a change to an existing course. |  | Fails to state whether the proposal is a new course, a replacement course, or a change to an existing course. |
| Course Number | The Registrar has approved the course number. |  | The Registrar has not approved the course number. |
| Summary | One sentence clearly, correctly, and concisely expresses the proposal content. | The summary correctly represents the proposal content, but requires editing for length and/or clarity. | It is difficult to see the relationship between the summary and proposal content. |
| Title | The course title is 35 characters or less and clearly corresponds to the course description. | The course title corresponds to the course description, but requires editing for length and/or clarity. | The relationship between the course title and description is unclear. |
| Catalog Language | The catalog language is 100 words or less. Present tense is used exclusively. The course purpose and objectives are clearly understood by reading it. | The purpose and objectives are understandable by reading the catalog language, but it requires editing for clarity, length, and/or style. | The course purpose and objectives are unclear from reading the catalog language. |
| Role in Curriculum | The course satisfies a requirement for at least one major or minor, or satisfies at least one Learning Domain, Capacity, or Odyssey requirement. |  | The course neither satisfies a requirement for at least one major or minor nor does it satisfy at least one Learning Domain, Capacity, or Odyssey requirement. |
| Learning Domain or Capacity Code\* | The proposal clearly and persuasively describes how the course will fulfill each learning goal for each code. | The proposal addresses each learning goal for each code, but at least one justification is not clear or persuasive. | The proposal omits a justification for one or more learning goals for a proposed code. |
| Major/Minor Requirements\* | The proposal clearly identifies every specific major/minor requirement the course will fulfill. | The proposal identifies some major/minor requirements the course will fulfill, but omits others or is unclear about how the requirement is fulfilled. | The proposal names a major or minor that the course will fulfill without indicating a specific requirement. |
| Rationale | The proposal persuasively articulates how it is motivated by one or more of the following: assessment results, major/minor learning goals, Hendrix College learning goals. | The proposal makes a plausible but flawed argument as to how it is motivated by one or more of the following: assessment results, major/minor learning goals, Hendrix College learning goals. | The proposal fails to articulate a plausible rationale for its introduction. |
| Cross-listing\* | The proposal presents a compelling rationale for cross-listing. | The proposal presents a plausible rationale for cross-listing, but aspects of the rationale are unclear. | The proposal does not properly justify a cross-listing. |
| Staffing and Budget | The proposed course can clearly be staffed with available personnel and resources. | The proposed course could potentially be staffed with available personnel and resources, but some minor questions remain. | The staffing and budget justifications in the proposal are not plausible without significant additional information. |
| Prerequisites/Corequisites\* | Enough students complete the prerequisite/corequisite courses that the proposed course should have a viable pool of eligible students. | Enough students complete the prerequisite/corequisite courses that the proposed course might potentially have a viable pool of eligible students. | It is questionable whether the proposed course will be viable, given student completion of its prerequisites/corequisites. |