Core Course Proposal Checklist for Core Committees

All courses proposed for verification must meet the current standards approved by the Core Board, which can be found at http://www.unr.edu/core. After the proposal goes through a technical review and a review of its Student Learning Outcomes (SLOs), it will be routed to the department and/or the college for approval. Afterwards, it proceeds to the relevant core committees for a recommendation to the Core Board.

The Proposal must:

☐ Be approved by the college, and address any deficiencies noted in the technical review.
☐ Include a sample syllabus.
☐ Include 3 or more SLOs, which will be listed in the catalog description of the course (SLOs for ALL courses in the General Catalog are due by May 2016; for questions, please contact the Assessment Coordinator). At least one of the SLOs must relate to each Core Objective selected, and should be so identified.
☐ Include, for each Core Objective selected, an explanation of how the course will satisfy the Core Objective, and how the SLOs relevant to the Core Objective will be assessed.

The Syllabus must:

☐ Be consistent with the Curriculog Proposal, and include the SLOs.
☐ Include a statement that the course satisfies the Core Objective(s), along with the Brief Description of the Core Objective as worded on the Provost’s website.
☐ Demonstrate through assigned readings, student work, lecture schedule, and/or other means that the course will satisfy the written standards for the Core Objective.

Student Effort.

☐ The proposal and/or the syllabus should make a reasonable case that the course will require at least a credit-hour worth of student effort devoted to the Core Objective.
☐ If the course proposes to satisfy more than one Core Objective, special attention needs to be paid to the amount of student effort devoted to each Core Objective.
☐ If the course does not require enough student effort by itself, the course may still be verified if it has prerequisite courses that cumulatively require enough student effort. In this case, the prerequisites must be listed, and sample syllabi must be attached that demonstrate the cumulative level of student effort.

Assessment.

- Faculty should demonstrate that they have some plan for assessment and that they understand that grading is not equivalent to assessment. Faculty should refer to the Core Assessment guidelines and recommended Core Objective rubrics, available at www.unr.edu/assessment/core. All faculty and departments will be expected to comply with these guidelines during the five-year cycle of Core assessment and re-verification. Any particular concerns with the assessment plan described in Core proposals will be brought to the attention of the Assessment Coordinator, who will intervene as appropriate.
**Additional Expectations for Core Objectives 1 – 7:**

- All courses verified for CO1 – CO7 should be lower-division (100-200 level) general education courses, for 3 or more units each.
- Only Core Writing courses may be verified for CO1 and CO3.
- Only Core Math courses may be verified for CO2.
- Only natural science courses may be verified for CO4. To be verified for CO4 with lab, the course must provide a substantial laboratory experience.
- Only Core Humanities courses may be verified for CO5.
- Only Core Social Science courses may be verified for CO6.
- Only Core Fine Arts courses may be verified for CO7.

**Additional Expectations for Core Objective 13:**

- Courses verified for CO13 must be upper-division (300-400 level) courses.
- All CO13 courses will require junior or senior standing, and completion of all general education courses. However, this will be added to the prerequisites for all CO13 courses before Fall 2016, and is not required yet.
- Additional prerequisites are acceptable as long as they do not effectively exclude all nonmajors. Thus, these courses should also be taken at least by students in minors and/or related majors.
- The course must integrate CO1, and explain this in the syllabus.
- The course must integrate either CO2 or CO3, and explain this in the syllabus.
- The course must integrate either CO9, CO10, CO11, or CO12, and explain this in the syllabus.

**Additional Expectations for Core Objective 14:**

- Courses verified for CO14 must be upper-division (300-400 level) courses.
- The syllabus should clearly identify a proposed product, project, or structured experience that will provide students the opportunity to apply their skills and knowledge gained from previous classes in the major and Core general education requirements.
- The proposal should clearly identify how this proposed product, project, or structured experience (a) meets the CO14 criteria for application, (b) meets the one-unit minimum level of student effort, and (c) enables the students to apply their skills and knowledge.
- If the proposed product, project, or structured experience is the result of group work, explain how each student will individually satisfy the CO14 requirement.