

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. Revised Sept. 2020.

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** 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**. 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, use of the faculty feedback system (detailed at <https://www.oakland.edu/studentsuccess/faculty-feedback/>)

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**. 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.**
- Note how grades/points/percentages convert to OU's letter grading scale. See **Examples of grade distribution practices.**

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

All members of the academic community at Oakland University are expected to practice and uphold standards of academic integrity. Academic integrity means representing oneself and one's work honestly. Misrepresentation is cheating since it means the student is claiming credit for ideas or work not actually his or her own and is thereby seeking a grade that is not actually earned. All academic misconduct allegations are forwarded to the Dean of Students Office and adhere to the Student Code of Conduct found at <https://www.oakland.edu/deanofstudents/student-code-of-conduct/>

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. For the official policy, see <https://www.oakland.edu/policies/information-technology/840/>

Recommended/Optional Items

The following items are recommended for syllabi. You are welcome to copy them verbatim or to supply the link to the policy.

Mental Health Resources

Oakland University is committed to advancing the mental health and well-being of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. For help, contact the OU Counseling Center at Graham Health, (248) 370-3465 or the SEHS Counseling Center at 250A Pawley Hall, (248) 370-2633, <https://oakland.edu/counseling/sehs-cc/>. Student resources can also be found at <https://www.oakland.edu/deanofstudents/student-health-safety-resources/>.

Veterans Support Services

The Veterans Support Services Office provides a variety of information about veteran benefits, work-study opportunities, social/networking events, and referrals to other veteran resources. Go to oakland.edu/veterans for detailed information.

Tutoring Center

The Tutoring Center offers peer and group tutoring and various types of study resources free-of-charge. Go to oakland.edu/tutoring for more information.

Bringing Children to Class

If you allow children in class due to parent emergencies, you might consider adding your policy to the syllabus.