

Note that page numbers may shift in future editions of the handbook.

- Will the long title reach the intended audience (as determined by its level, prerequisites, etc.)? Note that here our student members are important guides to us!
- Note that the short title is the transcript title. Will it (considered in conjunction with the subject code) be legible to outside readers (graduate school admissions committees, potential employers, etc.)?

- Does the description articulate the course content in clear (and potentially compelling) ways?
- Is the description likely to be legible to its intended audience (as determined by its level, prerequisites, etc.)? Here again, note that we should pay particular attention to the wisdom of our student committee members.
- Before we suggest changes to what we perceive as obscure terms, ask ourselves if it's possible that the use of obscure terms may be intentional (for the purposes of provocation, enticing curiosity, signaling commitments, etc.)
- Are there terms, phrases, or assumptions in the description that could be perceived as betraying biases?

- If the course seems appropriate for cross-listing but has not requested one, does CIC wish to suggest the possibility of cross-listing to the professor proposing it, and possibly to their Chair? (There is no necessity to suggest this, and the faculty member/Chair are under no obligation to follow up on cross-listing the course.)
- Whether or not the course is cross-listed, are there other faculty on campus teaching related courses, and if so, might the faculty member who submitted the proposal benefit from knowing about their interests and expertise?
- If the proposed course presents parallels to topics covered in other departments, would the faculty member submitting the proposal be served well by being made aware of those parallels, and perhaps being encouraged to engage in some outreach to those other departments to alert them to the new course? (Note that the Registrar and Associate Dean will also be looking for these possible connections in advance of our meeting.)

