

## Department Chair Impact Statement Checklist

The checklist below serves as a guideline for department chairs/ program coordinators to help facilitate the conversation with the college dean/associate dean in order to build the impact statement(s) for proposed course changes to go through curriculum review process.

### Staffing

- Program's current year faculty workload and support positions (i.e., clerical, technical, etc.) are sufficient to staff and support course?      Yes      No
  - If yes, include a detailed description of existing resources (staffing, faculty workload, technical experts, etc.) available to support the proposed new course.
  - If no, include a description of workload or support needed and how it will be acquired (source).

### Expertise

- Required expertise available among existing faculty?      Yes      No
  - Explain fully.
- Faculty would have to be recruited?      Yes      No
  - If yes, include position description(s) needed to recruit faculty to teach the course.

### Facilities

- Are special/additional facilities required to house course?      Yes      No
  - If yes, are they currently available? Provide a detailed description of available facilities including location and number of students that the area will accommodate.
  - If no, describe (a) required facilities, (b) plans for acquisition, and (c) estimated cost.

### Equipment (Include computers, server allocation, laboratory equipment, etc.)

- Program's current equipment is sufficient to support course?      Yes      No
  - If yes, describe equipment available to support the course.
  - If no, describe additional equipment needed, how it will be funded and maintained, and where it will be housed.

### Library Resources

- Current campus and program reference materials are sufficient to support course?      Yes      No
  - If yes, describe reference materials currently available (consult with the University Library if necessary).
  - If no, list additional reference materials and how they will be acquired and funded.

### Information Technology (IT) Resources

- Current campus and program IT resources are sufficient to support course?      Yes      No
  - If yes, describe reference materials currently available (consult with the Office of Information Technology if necessary).
  - If no, list additional IT resources and how they will be acquired and funded.

### Course Fees

- Will the course require a new course fee?      Yes      No
  - If yes, contact the University Fee Committee via the Office of Administration & Finance for fee proposal information.

### Other resources

- If additional resources are needed, list and explain fully.