



CPT CHECKLIST

General

- _____ Have you included your institution's name and the course name on each page of the CPT? Use course names, not course numbers.
- _____ Have you rounded all amounts to the nearest dollar?
- _____ Have you removed all notes and explanations from the CPT and put them in the CPT narrative?
- _____ If you are redesigning more than one course, have you included a separate CPT for each course?
- _____ Have you completed all 3 worksheets?

Worksheet 1 (Personnel)

- _____ Have you included benefits with salary entries?
- _____ Are all types of personnel shown on Page 2 and/or Page 3 listed on Page 1?
- _____ Are both in-class and out-of-class hours included (not just a total)?
- _____ Do you show an average salary for each type of personnel?
- _____ Does the number of hours represent only one person for each type of personnel?
- _____ Have you listed professional staff paid by the hour by their actual titles?

Worksheet 2 (Traditional Course) and Worksheet 3 (Redesigned Course)

- _____ Have you included hourly rates for each type of personnel?
- _____ Have you included the number of each type of personnel in parentheses next to the personnel label in the top row—e.g., Full-time Faculty (4), Adjunct Faculty (10)?
- _____ Is the hourly rate for each type of personnel the same as the hourly rate used on the Personnel worksheet?

- _____ Do you show the number of hours spent on each task for each type of personnel (not just totals for preparation and delivery)?
- _____ Have other categories been added? If yes, are you sure that the category needs to be added (check the definitions for each category)?
- _____ Have you removed any tasks not used? If yes, please restore these and leave all categories on the CPT with blanks or zeros next to them.
- _____ If your CPT shows total hours for a professional or for undergraduate learning assistants, do you also show a dollar amount for those hours and how those hours are distributed.
- _____ Do the number of hours on the Traditional Course worksheet correspond to the number of hours on the Personnel worksheet for each type of personnel—e.g., match if one section is shown or multiplied by number of sections if whole course is shown?
- _____ Have you shown the total course enrollment for either the term or the full year?
- _____ Have you calculated the cost-per-student by dividing the GRAND TOTAL of course costs by the course enrollment?
- _____ Does the cost-per-student figure represent the overall cost-per-student (not by type of instructor)?