

Curriculum Committee Course Proposal *Note: This form must be printed out for your use.*

CURRICULUM COMMITTEE
COURSE PROPOSAL GUIDELINES

GENERAL GUIDELINES

1. If a department is submitting several course proposals, they should be submitted to the Curriculum Committee at the same time.
2. Regular course reviews should be conducted by the department which involves both students and faculty. This review should serve as a basis for responses given in Section J below.
3. Each proposal, whether for a new course or changes in an existing course, is to be submitted according to the format provided in this document. Every effort should be made to provide all the information requested in each of the sections. Ten typed copies of the course proposal(s) are to be submitted to the chairperson of the Curriculum Committee.
4. Please restate every question fully, and then provide the answer.
5. ALL COURSE PROPOSALS MUST BE SUBMITTED BY OCTOBER 1.

Revised: August 21, 2007

COURSE PROPOSAL

DEPARTMENT: _____ DATE SUBMITTED: _____

Note: Cover pages responding to items A - E are to be attached to the course proposal. Items F - N must be addressed as specific topics in the proposal. If an item is not applicable, list it, but indicate that this item does not apply to the proposed course.

A. COURSE TITLE:

1. Full Title for Catalog:
2. Records & Class Schedule Title:
(30 characters maximum including spaces)
3. Course Number (Assigned by the Registrar):
4. This course is:

- A new course
- A replacement for another course.
If a replacement, what course is being dropped? _____
- A change in a current course. If a change, current course number: _____
- A deletion of a course. If a deletion, deleted course number _____

NOTE: Academic Affairs Board action (December, 1986) requires that the information contained in Sections A - F be distributed to the full-time faculty of the college 3 weeks in advance of submission to the Curriculum Committee. In the case of 295/495 courses though no Curriculum Committee approval is required, the information must still be circulated.

B. COURSE APPROVAL

1. Author of the Proposal: _____

Signature: _____ Date: _____

2. Department Chairperson: _____

Signature: _____ Date: _____

3. Divisional Dean: _____

Note: The signature of the Divisional Dean certifies that all financial implications of this curricular change have been discussed and approved.

Signature: _____ Date: _____

4. Instructor(s) of the Course: _____

Signature: _____ Date: _____

5. Director of Libraries: _____

Signature: _____ Date: _____

6. Computer Services: _____

Signature: _____ Date: _____

7. Registrar: _____

Signature: _____ Date: _____

C. CREDIT HOURS FOR THE COURSE: _____

D. PREREQUISITES (If so, list):

E. SEMESTER/SESSION/YEARS WHEN THE COURSE WILL BE OFFERED
(FALL, SPRING, SUMMER, ALTERNATE YEARS, etc.)

F. COURSE DESCRIPTION FOR THE CATALOG:

G. GENERAL OUTLINE OF THE COURSE: Submit an outline for the course detailing topics to be covered. Describe also in your outline how the students will make use of the library in this course. If changes are being proposed in an existing course, submit old and new outlines.

H. FINANCIAL IMPACT OF THE COURSE: Provide financial information pertaining to such items as staff additions, staff time, facilities, equipment and material. *Note: The financial implications of this curricular change should be discussed with your Divisional Dean well in advance of submitting this proposal so that the Divisional Dean's signature on this proposal certifies that all financial implications of this proposal have been discussed and approved.*

I. IMPACT ON OTHER DEPARTMENTS/PROGRAMS: What is the effect of the proposed course on the resources (personnel, equipment, facilities, etc.) of other departments? A statement from the individuals/departments/programs to be affected must be included to indicate that no conflicts will result from the new course.

J. PURPOSES & RATIONALE FOR THE COURSE: Each of the questions below must be specifically addressed.

J.1 What are the major goals and objectives for this course? What does the course intend to accomplish?

J.2 If this is a course designed for your majors, how do the major goals and objectives of this course relate to the goals and objectives of the department? Of the division? Of the college? How does this course fit into the liberal arts tradition of the college?

J.3 If this is a general education course, how does it meet the goals and objectives of the general education program?

--What are the intended general education outcomes for this course?

--What are students expected to know and be able to do?

--From the list of intended outcomes which one or two outcomes do you plan to assess?

J.4 From the objectives listed in J.1 above, which one or two do you plan to assess?

J.5 How does the assessment plan for this course relate to the assessment plan in the department, division, or college?

J.6 What evidence is there of student interest for this course?

J.7 How is gender equality addressed in course materials and pedagogy?

J.8 What is the design of the course and what pedagogical approaches are to be used? For example, will students be taking exams, writing papers, giving presentations, participating in discussions, engaging in collaborative learning?

J.9 In what ways will students be able to improve their oral or written communication skills in this course?

K. RELATION TO TEACHER EDUCATION PROGRAM: Any changes in courses which are related to the teacher education curriculum/program must have an endorsement from the Department of Education.

L. RELATION TO COURSES AT OTHER INSTITUTIONS: How does the proposed course compare to similar courses at comparable institutions?

M. MAXIMUM & MINIMUM ENROLLMENT: _____Maximum _____Minimum

N. COURSES PROPOSED TO BE DROPPED: For new or expanded course offerings, list the equivalent number of hours to be dropped from the departmental curriculum or a rationale for not doing so.