

PROPOSAL TO OFFER A NEW COURSE

Note: Course numbers have to be approved as available by the registrar before this form is submitted.

Instructions:

- 1) *Complete ALL Fields. If a field is not applicable, then enter NA. Forms that are incomplete will not be reviewed.*
- 2) *Do not delete any part of the form.*
- 3) *Proposal must be submitted 10 days prior to meeting. Meetings are on the first Friday of every month.*
- 4) *Representative must be present at meeting. Please note: March is the last date for changes to be made in order to be placed in the next catalog.*
- 5) *If the form becomes unresponsive, use the up and down arrow keys to navigate the text boxes and check boxes. If the form still does not respond, save your document and reopen it.*

DATE:

COLLEGE/INSTITUTION:

DEPARTMENT:

EFFECTIVE DATE:

CIP Code: 51.2207

<https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>

Provide a one-sentence description of change. (i.e., Prerequisite change for EN XXX)

I. GENERAL INFORMATION

A. Existing Course Title:

B. Has new course number and title been approved as available by the registrar?

Yes

No

C. Course Title:

D. Number of Credit Hours:

E. Modality:

F. Course Level:

G. Prerequisite(s):

H. Corequisite(s):

I. Course Description (Catalog Ready Description):

J. Rationale:

1. Need. Explain the need for the course *and* its intended impact .

2. Relationship to overall goals of the college/institute:

a. Is this course required for any major, concentration, or minor withing your college/institute?

Yes

No

If yes, list the program(s) and explain how this change will impact the program(s).

This course will be required for:

b. Is this course a prerequisite for any other course(s) within the college/institute?

Yes

No

If yes, list the course(s) and explain how this change will impact the course(s).

3. Do these changes reflect new accreditation or certification requirements?

Yes

No

4. Relationship to overall goals of the University.

5. Relationship to other college/institutes.

6. Provide a detailed description of the planning process followed in preparing this proposal. Include how the proposed change fits into your curriculum plan for the program.

II. ACADEMIC INFORMATION

- A. List the specific student learning outcomes as they will be listed on course syllabi.

- B. Instructional Methods and Evaluation:

- C. Course Outline

- D. The following courses presently offered on campus may overlap or appear to duplicate this course (list):

- E. A comparison has been made with the other course offering(s). This course is therefore justified because...

III. ADMINISTRATIVE INFORMATION

A. What course, if any, will this course replace?

1. If applicable, discuss the impact of the replacement on any courses, prerequisites, majors, concentrations, or minors within the college/institute listed above.

2. If applicable, discuss the impact of the replacement on any courses, prerequisites, majors, concentrations, or minors outside of the college/institute listed above.

3. If a course, prerequisite, major, concentration, or minor outside of your college/institute will be impacted by this new course, has the relevant Department Chair been notified?
Yes No

4. Proposals that have an impact on any other program or course across campus must be accompanied by letters from chairs of the departments affected, stating their reactions to the proposed changes, additions, etc.

B. Identify the qualifications needed to teach this course.

C. Specify the frequency of proposed course offering.

D. Will more than one section of this course be required?

E. To what extent will present faculty need to upgrade their competencies in order to meet the instructional requirements of the course?

F. Will this course be taught by existing faculty?

Please explain how the course be taught within the current faculty load and course rotation.

G. Will additional funds be needed for equipment or supplies?

Yes No