



Curriculum Committee
Course Proposal
Cover Form

Date: _____

Proposal submitted by: _____

Description of proposal: _____

Academic Department: ____ Approve ____ Deny

Department Chair Signature

Date

Curriculum Committee: ____ Approve ____ Deny
____ Approve w/conditions (specify conditions): _____

Committee Chair Signature

Date

V.P. of Academics: ____ Approve ____ Deny

VP Academics Signature

Date

Advisory signature from Registrar: _____

Registrar Signature

Date

President ____ Approve ____ Deny

Signature Date

Action required for new course proposals, new program proposals, and changes to General Education.

Board of Regents ____ Approve ____ Deny

Signature Date

Action required for new program proposals.

Effective date of approved action: _____



1. This proposal is for: New Course
 Existing Course – REVISION impacting other departments: _____

2. **Course title:** _____

3. Course number (ie: EN101) **Provided by Registrar upon completion* _____

4. **Course description:** (as it will appear in the catalog)

5. Rationale to justify proposal: assessment data, advisory committee recommendations, national trends, external requirements, supporting data, transferability information, etc. Attach documentation if necessary.

6. **Credit hours** per semester: _____

7. Contact hours per semester: _____ How many are lecture hours: _____ Lab hours: _____

8. Proposed course: is not a General Education course
 is/will be a General Education course, category: _____

9. This course is/will be: required for a major(s): _____
 required for a certificate(s) _____
 elective
 other, describe: _____

10. **Pre-Requisites** and/or **Co-Requisites:** _____

11. Resource Materials: **TEXTS, DVD's, CD's, software**, etc. (list author, title, publisher, date)

12. Instructional methods (check all appropriate)

<input type="checkbox"/> Fieldwork	<input type="checkbox"/> Individualized	<input type="checkbox"/> Internship
<input type="checkbox"/> Laboratory	<input type="checkbox"/> Lecture	<input type="checkbox"/> Practicum
<input type="checkbox"/> Seminar	<input type="checkbox"/> Small Group	<input type="checkbox"/> Other, list: _____

13. Method(s) of evaluation (how will semester grade be determined)

14. Expected means of assessing student learning (check all that apply)

- | | | |
|---|--|---|
| <input type="checkbox"/> portfolios | <input type="checkbox"/> attendance | <input type="checkbox"/> class work |
| <input type="checkbox"/> papers | <input type="checkbox"/> examinations | <input type="checkbox"/> interviews |
| <input type="checkbox"/> oral presentations | <input type="checkbox"/> quizzes | <input type="checkbox"/> anecdotal records |
| <input type="checkbox"/> skills checklists | <input type="checkbox"/> behavioral observations | <input type="checkbox"/> report from outside supervisor |
| <input type="checkbox"/> projects (individual or group) | <input type="checkbox"/> performance protocols | <input type="checkbox"/> other (describe) |

15. Course is/will be offered: face-to-face online

16. Course is/will be offered: fall spring summer as needed

17. Course with change will begin: semester year

18. This course is/will be taught by: existing full-time faculty
 adjunct faculty
 new full-time faculty
 other (describe) _____

19. Expected students who will enroll in this course: _____

20. Financial/resource implications – including: teaching staff, support staff, instructional facility and equipment requirements, travel requirements, etc.

21. Attach copies of all pages in the catalog affected by change, include copies of pages before change and pages with proposed change.

22. Syllabus, course outcomes, and outline for this course must be attached.

23. Other significant notes: