NEW COURSE PROPOSAL FORM

Course letter and number:

Title:

Instructor or TBA:

Current date:

Rationale for adding this course to the curriculum. Explain why this course meets/does not meet a designated Group Requirement. Which if any of the outcomes of the General Education Program are met by taking this course? Explain how the course fulfills the specific outcome or outcomes.

Course description for catalog. Briefly indicate course objectives.

Prerequisites:

To be offered: semester, year, or summer school only

Course replaces or alternates with: net addition to the curriculum? Yes/No

Semester credit hours: contact hours per week (indicate lab hours)

Suggested class size:

Topics covered (attach syllabus if available):

Papers, tests, examinations, projects:

Library research and writing component (300 and 400-level courses):

Suggested texts, materials, software:

Designed for BA (give title); and/or AA/AS (give title); and/or general elective

Additional resources needed: audiovisual, library resources, computer resources, room specifications
Consultation with: (name, title, date: consultee's additional comments)

All new course proposals (complete the New Course Proposal Form located in the Appendix of Faculty Handbook) must be submitted for approval to Academic Program faculty within the discipline, and the Curriculum Committee. When there is no academic program for the proposed course, then the proposal should go to the Faculty Chair for approval and then to the Curriculum Committee. In order to promote and encourage a dynamic and innovative curriculum, a course may be taught once with Curriculum Committee approval only.

For a permanent addition to the curriculum, send New Course Proposal Form, along with reflection by the instructor commenting on his/her perception of the class the first time it was taught (Faculty Minutes, 2/20/98) to the Curriculum Committee for approval. Once approved, Curriculum Committee brings the course to the full faculty for a vote. (Approved in May 2014 Faculty Meeting)

Approvals

Date of Curriculum Committee approval:

Date of Faculty approval: