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| **Course Proposal Worksheet**  **2016-2017 Catalog of Courses  (Version 6: 12/02/14)** | |
| Instructions:  Submit course proposal worksheets via the CCDI course in Canvas by April 1, 2015  Complete this worksheet for:   * A new course * A modification to an existing course   + Change to number of credits   + Change of course number or level   + Substantive change to a course description   + Change of instructional format   + Change of title   NOTES:   * Completion of additional worksheets for proposals for CBLR, distance education, faculty-led study abroad and liberal arts core courses is required. * Non-substantive course changes (e.g. pre-requisites, co-requisites, minimum class standing, etc.) may complete the non-substantive course change proposal worksheet | |
| 1. Originator Name and Email: |  |
| 1. Department: |  |
| 1. Proposal type: | New Course  Credit Change  Course Title Change  Course Description Change  Instructional Format Change (e.g. lecture, lecture/lab). Explain:  Other. Explain: |
| 1. Course will be offered: | Every  Fall  Spring  Summer Every other  Fall  Spring  Summer Effective Year: |
| 1. Rationale: \*Required only for new courses *A needs assessment explaining why the course is being proposed.* |  |
| 1. Course Title: *Properly reflects the content of the course (30 character limit for BANNER software)* |  |
| 1. Prefix: |  |
| 1. Course Number: *For new courses, enter the course number as a generic number with the level desired, example: 1XX, 2XX, 3XX, 4XX. Masters level numbering 6XX, 7XX.* |  |
| 1. Course Level (100 – 400): *Describe how this course is at the appropriate level of rigor for the level proposed (see* [*Policy on Rigor and Guidelines on Course Level*](https://wiki.fortlewis.edu/display/POL/Policy+on+Rigor+and+Guidelines+on+Course+Levels) *for examples of evidence and criterial for course levels.)* |  |
| 1. Catalog Description: *Is the description of the course (which must be 60 words or less) carefully worded to reflect the intent and content of the course?* |  |
| 1. Prerequisites: *List all prerequisite courses and test scores required to enroll in this course. If applicable, you may list 'any CO2 course' instead of listing out all of the approved CO2 courses.* |  |
| 1. Repeatable: | Yes  This course is repeatable up to a maximum of ( ) credits provided the topics are different.  OR  This course is repeatable for a maximum of ( ) credits.  No, this course is not repeatable |
| 1. Concurrent enrollment allowed: *If a prerequisite course could be taken either previously or at the same time as this course, note the prerequisite course here.* | Yes allowed, prerequisite course:  No |
| 1. Co-requisites:  *Co-requisites are courses that MUST be taken in the same term and students must register for both to enroll.* | Yes, co-requisite course:   No |
| 1. Program Restrictions:  Is the course restricted to only students who are declared majors/minors in your program? | Yes, course is restricted to declared majors/minors of ( ) program(s). |
| 1. Minimum Class Standing: | Sophomore  Junior  Senior  Graduate  N/A |
| 1. Permissions Required: | *Adding instructor permission will require instructors to enter overrides for every student, every semester in order for the students to register for the course.*  Yes  No |
| 1. Course level: | Undergraduate  Graduate  Basic Skills (e.g. transitional/remedial course) |
| 1. Credits: |  |
| 1. Variable credits: | No  Yes, describe the minimum contact hours (i.e. direct instruction) students will receive per week per credit*. For example, 1 credit of lecture requires students to receive 15 hours of direct instruction.* |
| 1. Type of Instruction: | Types of instruction must comply with the [Academic Credit Hour policy](https://wiki.fortlewis.edu/display/POL/Academic+Credit+Hour) regarding ratio of direct faculty instruction and out-of-class student work   |  |  | | --- | --- | | Art Studio  CBLR\*  Clinical Experience  Faculty-led Study Abroad\*  Individual and Independent Study  Internship/Cooperative Education  Laboratory Class (course is lab-only)  Lecture (course is lecture only)  Lecture/Field Instruction  Lecture/Lab  Lecture/PE Activity  Music Study, Ensemble work  Phys Ed Activity | Practicum  Private Instruction, Music  Recitation  School-Based Field Experience  Student Teaching  Thesis or Dissertation  Web-enhanced/Blended\*  Web-enhanced/Blended/Lab\*  Hybrid\*  Hybrid/Lab\*  Online\*  \*Requires completion of separate worksheets | |
| 1. Weekly Contact (Clock) Hours: | Indicate the number of contact hours (direct instruction) student receive each week:   |  |  | | --- | --- | | \_\_\_\_ Art Studio  \_\_\_\_ Clinical Experience  \_\_\_\_ Faculty-led Study Abroad  \_\_\_\_ Lab  \_\_\_\_ Lecture  \_\_\_\_ Field Instruction  \_\_\_\_ Music Study  \_\_\_\_ Phys Ed Activity | \_\_\_\_ Practicum  \_\_\_\_ Private instruction  \_\_\_\_ Recitation  \_\_\_\_ Web-enhanced/Blended  \_\_\_\_ Hybrid  \_\_\_\_ Online  \_\_\_\_ Other: explain | |
| 1. Accelerated Format: *If a course will not be offered in a traditional full semester, please describe how the course meets required direct instruction and out-of-class student work.* |  |
| 1. List all current faculty able to teach this course. *Indicate if this course will require a new hire or an adjunct instructors.* |  |
| **Essential Course Elements** | |
| OPTION: You may append a course syllabus (that meets the College Syllabus Policy) to this proposal in lieu of completing this section. | |
| 1. Course Learning Objectives: | *These are to communicate observable and measurable student learning objectives that must be included in every offering of the course, every term, by every instructor in every format. \*For Topics Course, include the competencies, skills, or other characteristics that will be common throughout the topics courses (e.g. writing intensive, research-based, inquiry-based, etc.)* |
| 1. Course Content and Skills: | *List major topics, course content and skills necessary to meet course learning objectives.  \* For Topics Courses, list examples of topics.* |
| 1. Evaluation Measures: | *Describe the types of assignments (e.g. research paper, portfolio, case studies, oral presentation, etc.) that will be used to determine the extent to which students have achieved the course learning objectives* |
| 1. Alignment with Program Learning Outcomes: | *List the program learning outcome(s) for which this course address, at what level (I,R,M)* |
| **Resources** | |
| 1. What new equipment/ technologies if any will be needed? |  |
| 1. What new library resources (journal subscriptions, online databases, books, and videos) will be required? |  |
| 1. What special classroom needs will this proposal generate (smart room, lab space, etc.)? |  |
| 1. How will staffing requirements be addressed? | If a new course, who will teach the course and what will not be taught to accommodate this addition? If changing credits, how will that affect staffing patterns? |
| 1. If new costs will be incurred with this change, do you anticipate additional funding sources to mitigate any of the costs (such as student fees, grants, other)? |  |

**Signatures**: Approval of department chairperson/program director and Dean serves as confirmation of the inclusion of all required pieces of the proposal packet.

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| Course Proposal Originator: **Click here to enter text.** | Date: Click here to enter a date. | I hereby approve the above proposal to begin the curriculum review process |
| Dept. Chair/Prog. Director: **Click here to enter text.** | Date: Click here to enter a date. | I hereby approve the above proposal to begin the curriculum review process |
| Academic Dean or Designee: **Click here to enter text.** | Date: Click here to enter a date. | I hereby approve the above proposal to begin the curriculum review process |

**If attaching a syllabus, please insert or copy and paste the syllabus below.**