**NEW COURSE PROPOSAL**

**All forms must be submitted with:**

**Department minutes showing discussion/approval, Master Syllabus and signed hard copy to Academic Affairs.**

**Fill in all sections (1 - 4)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1 – GENERAL INFORMATION:** | | | | | | | | | |
| Initiator: Click here to enter text. | Department: Click here to enter text. | | | Date Submitted: Click here to enter a date. | | | | Effective Term/Year: Click here to enter text. | |
| E-mail: Click here to enter text. | Phone Number: Click here to enter text. | | | State Mandated?  Yes  No | | | | | |
| **Section 2 – COURSE DETAILS** | | | | | | | | | |
| Course Prefix & Number: Click here to enter text. | | Course Title (no abbreviations): Click here to enter text. | | | | | | | |
| Number of Credits: Click here to enter text. | | Weekly Contact Hours: Click here to enter text. | | | Total Course Contact Hours: Click here to enter text. | | | | |
| Rational for adding course: Click here to enter text. | | | | | | | | | |
| Catalog Description: Click here to enter text. | | | Prerequisite(s) Course ID and Title:  Click here to enter text. | | | | Co-requisite(s) Course ID and Title:  Click here to enter text. | | |
| Term(s) Course is Offered (pick all that apply):  Fall  Spring  Summer | | | | | | |
| Grading Designation:  A- F S/U | | | | | | |
| Delivery Method: Click here to enter text. | | | Textbook Information: (Author, Title, ISBN): Click here to enter text. | | | | | | |
| Faculty credentials necessary for teaching course (information will become part of Faculty Credentials Manual): Click here to enter text. | | | Textbook Cost: Click here to enter text. | | | | | | |
| Equipment requirements and cost: Click here to enter text. | | | | | | |
| Lab Fee: Click here to enter text. | | | | | | |
| Meets AA General Education Requirement? Yes No  If yes: Communications Humanities Social Science    Mathematics  Science | | | Course required or elective for A.A. A.S. Certificate PSAV  Which program(s)? Click here to enter text.  CIP Code(s): Click here to enter text. | | | | | | |
| Gordon Rule? Yes No  If yes: Writing Mathematics | Credit Type:  Transfer Not intended for Transfer Non--Transfer  College Preparatory Career Preparatory | | | | | Special Designator? Yes No  If yes (select all that apply):  Honors Global Gateway | | | |
| **Section 3 – LEARNING OUTCOMES General Education  Non-General Education** | | | | | | | | | |
| **Course/ Student Learning Outcome** | **Corresponding Program Level Learning Outcome** | | **Corresponding General Education Outcome (if applicable. You may select more than one)** | | | | | | **Proposed Assessment Method** |
| Click here to enter text. | Click here to enter text. | | Communications  Quantitative and Scientific Reasoning  Critical Thinking  Global and Social Diversity  Information Literacy | | | | | | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | | Communications  Quantitative and Scientific Reasoning  Critical Thinking  Global and Social Diversity  Information Literacy | | | | | | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | | Communications  Quantitative and Scientific Reasoning  Critical Thinking  Global and Social Diversity  Information Literacy | | | | | | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | | Communications  Quantitative and Scientific Reasoning  Critical Thinking  Global and Social Diversity  Information Literacy | | | | | | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | | Communications  Quantitative and Scientific Reasoning  Critical Thinking  Global and Social Diversity  Information Literacy | | | | | | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | | Communications  Quantitative and Scientific Reasoning  Critical Thinking  Global and Social Diversity  Information Literacy | | | | | | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | | Communications  Quantitative and Scientific Reasoning  Critical Thinking  Global and Social Diversity  Information Literacy | | | | | | Click here to enter text. |
| **Section 4 – CREDIT HOUR ESTIMATE** | | | | | | | | | |
| **Instructional or Learning Activity** | | | | | | | | | **Estimated Number of Minutes** |
| On-campus meetings (direct instruction, in-class lectures, demonstrations, recitations) | | | | | | | | | Click here to enter text. |
| Practical experiences (lab experiences, studio activities, clinical assignments, field experience) | | | | | | | | | Click here to enter text. |
| Group or team-based activities (group projects or presentations, debates, group assessments) | | | | | | | | | Click here to enter text. |
| Reviewing online course content (audio/video lectures, podcasts, written lectures) | | | | | | | | | Click here to enter text. |
| Readings (assigned readings, additional readings, websites, articles) | | | | | | | | | Click here to enter text. |
| Projects/Presentations (oral presentations, portfolios, multimedia presentations) | | | | | | | | | Click here to enter text. |
| Practice problems or exercises (drills, practice problems, exam reviews) | | | | | | | | | Click here to enter text. |
| Online discussions (discussion forums, wikis) | | | | | | | | | Click here to enter text. |
| Synchronous activities (videoconferences, audio chat, text chats) | | | | | | | | | Click here to enter text. |
| Writing activities (papers, essays, journal entries, blogs) | | | | | | | | | Click here to enter text. |
| Research activities (literature review, individualized study, research study) | | | | | | | | | Click here to enter text. |
| Quizzes or exams (written, computer-based, online) | | | | | | | | | Click here to enter text. |
| Inquiry-based activities (web quest, problem-based or self-directed learning) | | | | | | | | | Click here to enter text. |
| Other (please list): Click here to enter text. | | | | | | | | | Click here to enter text. |
| **TOTAL MINUTES:** | | | | | | | | | Click here to enter text. |

**CURRICULUM PROPOSAL - Signatures**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Person submitting proposal Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dean/Director of Division submitting proposal Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dean/ Director of other affected Division Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dean/ Director of other affected Division Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Provost/ VP for Academic Affairs Date

Office Use only:

Date presented to APC: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date approved by APC: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date approved by BOT: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_