

Proposal Guidelines: New Courses

As of Fall 2019, all new course proposals, regardless of type, will be submitted through the OnBase Curriculum Review application in accordance with the submission deadlines posted on the Senate Curriculum Committee webpage. The directions for completing new course proposals are embedded in the OnBase Curriculum Review form; however, there are some guidelines, requirements, and procedures of which you should be particularly aware before proposing a new undergraduate or graduate course.

All New Course Proposals:

- Only one new course may be created per proposal.
- New course proposals always require a library resource form (even when a sponsor believes current library resources are sufficient for their needs). The form must be completed by the sponsor *and* by their home department's library liaison. The form and a link to Campbell Library's list of department liaisons are available on the SCC webpage.
- Prior to submitting their proposal for consideration, sponsors should check with the Registrar's Office to ensure their preferred five-digit course number is available for use.
- For a sample template, refer to the OnBase Curriculum Review User Manual: <https://irt.rowan.edu/docs/training/manuals/onbase-manual.pdf>

Non-Rowan Core Course Proposals:

- This type of new course proposal requires the submission of updated program guides or (in the case of electives that may not appear on a program guide), an updated electives course bank.
 - Until announced otherwise, sponsors should include an updated version of their program's pre-Fall 2018 program guide *and* an updated version of the program guide effective for students entering in Fall 2018 or later. (The program guide template effective Fall 2018 is available on the SCC webpage.)
 - Program guides and/or elective course banks should be submitted as PDFs in the OnBase Curriculum Review section, "Supporting Documentation: Program Guide." **Highlight** proposed changes or use a bright and easily legible font color (e.g. red) so changes may be located quickly within program guides by reviewers.
 - If the proposed curricular change (here, the inclusion of a new course in a program) is not applicable to students working under the pre-Fall 2018 version of the sponsor's program, the sponsor should explain this aspect of the proposal in the OnBase Curriculum Review section, "Curricular Effect: Course Effect for Students."

Rowan Core Course Proposals:

- Following the college level review, this type of new course proposal will be routed to the Learning Assessment and Rowan Core Committee. Proposals to create brand new Rowan Core courses must include an assessment plan following the official template posted on the LARC website. This file should be submitted in the OnBase Curriculum Review section, "Supporting Documentation: Assessment" as an editable Word document. Once LARC has approved the addition of a Rowan Core literacy, the proposal will undergo the Senate Curriculum Committee Chair's review.

Writing Intensive (WI) Designation:

- A WI designation may apply to both Rowan Core courses and non-Rowan Core courses. Sponsors requesting the WI designation for a new course must address explicitly how the course meets the defined eight-point criteria (available on the SCC's webpage). This narrative should be submitted as a PDF in the OnBase Curriculum Review section, "Additional Supporting Documentation." <https://sites.rowan.edu/senate/docs/curriculum/WIObjectives.pdf>

**Approval Steps for a Curriculum Proposal:
New Courses**

New Course Proposals Non-Rowan Core A sponsor must obtain approvals from the following individuals/offices/committees:	New Course Proposals Rowan Core A sponsor must obtain approvals from the following individuals/offices/committees:
<p>Department Approvals Department curriculum committee chair; department chair; department head. Note: sponsors in departments with department chairs and department heads must obtain an approval from <i>both</i> parties.</p>	<p>Department Approvals Department curriculum committee chair; department chair; department head. Note: sponsors in departments with department chairs and department heads must obtain an approval from <i>both</i> parties.</p>
<p>Dean’s Office Approval College Dean, Associate Dean, or Vice Dean</p>	<p>Dean’s Office Approval College Dean, Associate Dean, or Vice Dean</p>
<p>College Curriculum Cmte Approval Once a sponsor’s proposal is approved at the department level <i>and</i> by their college’s dean, associate dean, or vice dean, it is subject to an open hearing and review by the college’s curriculum committee.</p>	<p>College Curriculum Cmte Approval Once a sponsor’s proposal is approved at the department level <i>and</i> by their college’s dean, associate dean, or vice dean, it is subject to an open hearing and review by the college’s curriculum committee.</p>
<p>Senate Curriculum Cmte Approval New course proposals do not require an open hearing and review by the full Senate Curriculum Committee, but they do require a review by the SCC Chair.</p>	<p>Learning Assessment and Rowan Core Cmte Approval New Rowan Core courses require a review by the LARC committee. This committee approves the addition of a Rowan Core literacy based on review of the submitted assessment plan.</p>
<p>Provost’s Office Approval Once the Senate Curriculum Committee Chair approves the proposal, it is forwarded to the Provost’s Office for administrative approval. This is a two-step process: the Associate Provost reviews the proposal first, followed by the Provost or the Provost’s designee.</p>	<p>Senate Curriculum Cmte Approval New course proposals do not require an open hearing and review by the full Senate Curriculum Committee, but they do require a review by the SCC Chair. The chair reviews all non-Rowan Core aspects of the proposed course.</p>
<p>Registrar’s Office: Implementation Once the Provost’s Office approves the proposal, it is forwarded to the Registrar’s Office for implementation. “Implementation” means when the curricular change will be added to Banner. Any type of curricular change (from changing a course to creating a new degree) typically takes one year to implement.</p>	<p>Provost’s Office Approval Once the Senate Curriculum Committee Chair approves the proposal, it is forwarded to the Provost’s Office for administrative approval. This is a two-step process: the Associate Provost reviews the proposal first, followed by the Provost or the Provost’s designee.</p>
	<p>Registrar’s Office: Implementation Once the Provost’s Office approves the proposal, it is forwarded to the Registrar’s Office for implementation. “Implementation” means when the curricular change will be added to Banner. Any type of curricular change (from changing a course to creating a new degree) typically takes one year to implement.</p>