

PROPOSAL PROCESS A: NEW COURSE PROPOSAL (NON-ROWAN CORE)

Use the following guidelines to propose a new undergraduate or graduate course. Only one new course may be created per proposal. New course proposals for Rowan Core should be written using the Process B guidelines which are posted on the Senate Curriculum Committee's website.

New course proposals require a completed Library Resource Form (this form is available on the Curriculum Home Page). Proposals also need to address how the course complements and supports the program's stated learning goals and outcomes. If requesting a special course designation, the proposal must explicitly address how the course meets the defined criteria: e.g., Writing Intensive Designation Criteria.

AY 2016-17 updates for Proposal Process A: New Course Proposal: Non-Rowan Core

- Section I.e: "Course Grading Mode" is now required information.
- Section I.h: The course catalog description is now required in the "Details" section. A separate catalog description is no longer required at the end of the proposal
- Section III.a.1: A complete program sheet is required to show the proposed change(s) effect on program requirements. The program sheet can be attached at the end of the proposal.

Approval Process:

Process A proposals do not require a Senate Curriculum Committee hearing, but they do require a College Curriculum Committee hearing as well as a review by the Chair of the Senate Curriculum Committee. Once the Chair approves the proposal, it is forwarded to the Provost's Office for administrative approval and implementation.

Please note: The information above and Italicized text in the guidelines that follow are for explanatory purposes and should not be part of the final proposal.

I. DETAILS

- a. **Course Title and Course Number:** *Note: sponsors must designate the intended course number.*
- b. **Sponsor(s) Name and Department(s):** *The first sponsor listed will be considered the lead sponsor and must be an active faculty member. For interdisciplinary courses, joint sponsorship by all concerned departments is desirable. For interdisciplinary courses across colleges, a secondary dean should sign the Curriculum Submission Cover Form.*
- c. **Course Credit Hours for Students:**
- d. **Faculty Workload Hours:**
- e. **Grading Mode (default):** ___ A through F
 ___ P/NC
 ___ S/U
- f. **Other Special Designation:** ___ None
 ___ Writing Intensive
- g. **Prerequisites:** *Sponsors must include course prefix(es) and title(s). If there are no prerequisites, state NONE.*
- h. **Course Catalog Description:**
- i. **Date of Implementation:** ___ Fall (YYYY)
 ___ Spring (YYYY)

Note: "Implementation" means when the course will be added to Banner, not when it can be scheduled. For example, proposals submitted in the fall will generally be available on Banner the fall semester of the following academic year and then may be offered in the subsequent spring semester.

- j. **Related Curriculum Proposals Being Simultaneously Submitted:** *List only proposals directly related to this proposal. For example, if this is a new course for a new program, list any other new courses and the new program also being simultaneously proposed. If none, state NONE. Related proposals are those that are affecting the same (degree or degree-related) program.*

II. RATIONALE

- a. **General Merit of the Course:** *Describe the content of the course and explain the appropriateness and significance of the course. Goals of the department, program, college, and university may be discussed. Include distinguishing characteristics, especially when there might be perceived overlap with existing courses.*
- b. **Other Designations:** *If no designation is requested, state NONE. However, if the proposal is requesting a Writing Intensive Designation, explain how the course meets the requirements for this designation: e.g., Writing Intensive Designation Criteria.*

III. CURRICULAR EFFECT

a. Course Effect

1. **Course Effect on Existing Program:** *The proposal needs to explain where a new course fits into a program—generally either as an elective or required course—and the effect the course has on program hours (the curricular effect). Insert new program (or bank or specialization course list) information here or include a new program/advising sheet as an addendum to the proposal.*

___ A complete program guide outlining all course requirements is attached (including the change reflected in this proposal and any related proposals being simultaneously submitted). *Proposed changes should be clearly marked on this program guide.*

2. **Course Effect for Students:**
3. **Course Effect on Other Courses:** *Address which courses will be dropped or may be offered less frequently as a result of this course. If there is no effect on other courses, state NONE.*
4. **Course Effect on Other Programs, Departments, Colleges:**

b. Resource Requirements:

1. **Equipment, Space, Technology, etc.:**

___ Current resources are sufficient.

___ Additional resources are needed. Explain resource needs:

2. **Staffing Resources:** *State if new faculty resources are necessary to staff the course of if current resources are sufficient.*

___ Current resources are sufficient.

___ Additional resources are needed. Explain resource needs:

3. **Library Resources:** *Attach a completed and signed Library Resource Form.*

_____ Current resources are sufficient.

_____ Additional resources are needed. Explain resource needs:

IV. ESSENCE OF THE COURSE

- a. **Course Goals:** *Show the formal Program Goals, Student Learning Goals, and Student Learning Outcomes (also known as an assessment grid) that this course addresses.*
- b. **Topical Outline/Content:** *Provide a general outline of the proposed course's topics. A complete syllabus is not needed.*
- c. **Evaluation of students and grading procedure:** *These should be generic and should not include specific classroom requirements.*
- d. **Course Evaluation:** *Describe the procedures that will be used to assess the success of the course in meeting the goals and objectives of the college as well as the objectives of the course (e.g., student evaluations, departmental curriculum review, and program review).*

V. RESULTS OF CONSULTATION

- a. **Consultations Requested:** *List by name and department and date requested. Letters of consultation must be from all departments or programs (chairs or coordinators) that have similar course content or might otherwise be affected by this proposal. If the proposal is interdisciplinary, evidence concerning consultation with all departments/colleges potentially involved must be included.*
- b. **Consultations Received:** *Copies of emails are acceptable. Letters from all parties listed as consults are expected to be included.*
- c. **Consultations Not Received:** *List the names and departments of anyone who did not respond to the consultation request.*
- d. **Response to Consults:** *Respond to negative consults or to suggestions or recommendations in consult letter(s) that were not implemented in the proposal. If all consults are positive, state NONE.*