Below are instructions and procedures regarding the process for getting new Bidisciplinary courses approved. Please read this information thoroughly before filling out the form.

I. Guidelines

A. Faculty should consult with their departmental or program chairs and the Chair of the Bidisciplinary Program (the Associate Dean of Faculty) in the preparation of this proposal. All proposals must be completed electronically.

B. Normally, only faculty members in tenure-track or ongoing lines should propose a Bidisciplinary course.

C. Proposers should contact the Registrar's Office for guidance regarding a specific course number. In general, 100 level is appropriate for first-years and sophomores, 200 for sophomores and juniors, 300 for juniors and seniors, and 400 for advanced work (such as seminars and capstone experiences).

II. The Committee on Academic Affairs (CoAA) will only consider proposals submitted on the appropriate course proposal forms.

A. Complete Sections A through E. Section F will be completed by the CoAA after action is taken on the proposal. All proposals must be completed electronically.

B. BE SURE ALL APPROPRIATE SIGNATURES APPEAR ON THE FORM before submission (emailed approvals are acceptable, if sent to Peter Sarratori at sarratori@hws.edu, at the time of submission). All proposals must be completed electronically.

C. After the Registrar has determined that all necessary information and signatures are included and the form is complete, the proposal is presented to CoAA for review.

III. Administrative procedures following CoAA action.

A. CoAA reviews the proposal and either approves or rejects the proposal. Rejected proposals will be returned to the proposing faculty member to address any questions for possible resubmission.

B. After the course is approved, the Registrar's Office will notify the proposing faculty member and enter the course into the PeopleSoft Student Information System/Student and Faculty and Self Services and the online Catalogue.
NEW COURSE PROPOSAL FOR THE BIDISCIPLINARY PROGRAM

Note for Off-Campus Courses: Please use the form "New Course Proposal for Off-Campus Programs"

A. Bidisciplinary Course Information

Name of Instructor (1) ______________________ Department/Program (1) _________________________
Name of Instructor (2) ______________________ Department/Program (2) _________________________

Course Level: ____100-level ____200-level ____300-level

Course Number: ___________________ (to be completed by the Registrar’s office)

Course Title__________________________________________________________

Short Title (for registration booklet; 30 characters or less) ________________________________

Status of course: ____ a new course to be entered in the catalogue.
_____ a new course description for an existing course.
_____ a new course number for an existing course (old course number is___________).

Term to be first offered: _____ Fall _____ Spring _____ Year

Expected frequency: ____ Annually _____ Alternate Years _____One-time only

How many days per week are you planning to teach this course? ____ 3 days ____ 2 days ____ 1 day
(Final scheduling is pending the approval of the Registrar.)

Format of class: _____ lecture _____ lecture/discussion _____ discussion _____ seminar

Does this class have a laboratory? _____ Yes _____No

If less than 165 contact minutes per week in regular class format, please justify:

Maximum class size: _______ Credit: ____ 1 credit ____ 0.5 credit

Repeatable for credit towards the degree? ____ Yes _____ No

Courses may be designated “repeatable” if they are fundamentally creative and/or experiential in nature, such that student performance is cumulative or held to a progressively higher standard of expectation across successive registrations and/or the content of student experience is substantially different with each offering. Each registration carries full credit and is calculated independently in a student’s GPA.

1 Indicate seminar here only if you are requesting a seminar time slot (e.g., M, T, W, R or F @ 1:30PM – 4:15PM)
A. BIDS Course information (continued)

1. Please list any prerequisites or corequisites for this course.

2. Describe how this course fits in with the existing departmental or program offerings. (e.g., is it intended for general education purposes; does it address a gap in a particular area; is it an elective or required course for the major/minor; is the course required for a specific concentration in the major?) Why is this particular course a valuable addition to the existing curriculum? This should be answered in consultation with the Department or Program Chairs and the Chair of the Bidisciplinary Program.

3. Provide a course description for the catalogue copy.

4. List potential readings and other materials for the course.
B. Bidisciplinary Course Learning Objectives

1. What are the aims of the course?

2. What key questions will be addressed in the course?

3. What are the student learning objectives for the course?

4. What kind of evidence will show that students have achieved the learning objectives for the course? Please elaborate.
C. The Colleges’ Aspirational Goals

1. Which aspirational goal(s), if any, does this course address, either partially (P) or substantially (S)? To review the aspirational goals, see http://www.hws.edu/academics/curr_goals.aspx. To assess whether this course partially or substantially addresses an aspirational goal and how many goals the course may address, please follow CoAA’s recommended guidelines (see Aspirational Goals_CoAA guidelines).

Provide a check below to indicate the goals addressed by this course.

___ P    ___ S  The ability to reason quantitatively
___ P    ___ S  An experiential understanding of scientific inquiry
___ P    ___ S  A critical and experiential understanding of artistic process
___ P    ___ S  A critical understanding of social inequalities
___ P    ___ S  A critical understanding of cultural difference
___ P    ___ S  An intellectual foundation for ethical judgment as a basis for socially responsible action

2. Please provide a short justification for these goal designations.

3. CoAA recommends that:
   (1) no course be listed as substantially addressing more than two goals; courses that substantially address one goal may substantially address one more goal or partially address one or two more goals.
   (2) no course be listed as partially addressing more than three goals; courses that partially address multiple goals would not likely address more than three goals using the guidelines above.

If you believe this course is an exception to these general guidelines, please provide a justification for CoAA to consider. However, exceptions will be rare.

4. How will these goals be assessed in this course? Please note that the course syllabus should reflect both content of the goal covered in the course and any assessment of those goals.
D. Additional Course Information. Leave any answers blank that do not apply to this course.

1. If this course has a service-learning or civic engagement component, please describe what evidence will demonstrate that this service is a learning experience for the students.

2. If this course is offered, what will not be offered, or offered less frequently? How is this reduction justified?

3. If this course must be taught on a regular basis, are there other departmental or program members who can offer it?

4. If needed support or materials for this course cannot be funded out of the regular department's or program's budget, how will they be funded? Has funding been secured? If additional funds are expected from the Provost's Office, have they been secured?

5. Are there other courses that appear in the College's Catalogue that would overlap substantially with this course? If so, which ones? If there are others, please justify offering this course.
E. Signatures required for COAA approval (Note: Five signatures are required: the two instructors, their two respective chairs, and the Chair of the Bidisciplinary Program.)

Print Name of Department/Program (1) ________________________________________________

Print Name of Department/Program Chair (1) _________________________________________

Department/Program Chair Signature (1) ____________________________ Date

Instructor Signature (1) ____________________________ Date

Print Name of Department/Program (2) ______________________________________________

Print Name of Department/Program Chair (2) _________________________________________

Department/Program Chair Signature (2) ____________________________ Date

Instructor Signature (2) ____________________________ Date

Print Name of Bidisciplinary Chair
Associate Dean of Faculty ________________________________________________

Bidisciplinary Chair/
Associate Dean of Faculty Signature ____________________________ Date

Cross-listed courses: Complete this section if applicable. Approval signatures required for cross-listing with the department(s)/program(s):

Name of cross-listed Department/Program Signature of Department/Program Chair, Date

1. ____________________________________________ ______________________________

2. ____________________________________________ ______________________________

3. ____________________________________________ ______________________________

4. ____________________________________________ ______________________________

F. Action of the Committee on Academic Affairs

Approved ____________

Did not approve ____________

Revise and resubmit ____________

__________________________________________ ______________________________

Signature of Chair, COAA Date