Departmental or Program Course

INSTRUCTIONS AND PROCEDURES FOR NEW COURSE PROPOSALS

Please contact the Registrar's Office for the deadline for submission.

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

I. Guidelines

A. Faculty should consult with departmental or program chairs in the preparation of this proposal. All proposals must be completed electronically.

B. For the most part, temporary faculty should offer courses that are already in the Catalogue, including both introductory and upper-level courses. A full-year temporary faculty member might offer up to two specialty courses to take advantage of special skills or knowledge areas that the replacement might have, but in general, it is important to maintain the continuity of offerings announced in the Catalogue.

C. For new permanent faculty, around which the department intends to construct a new set of courses, the Department or Program should submit a statement describing the overall curriculum that is envisioned for this position and how the proposed new courses fit into this scheme.

D. 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, 400 for advanced work (such as seminars and capstone experiences).

II. The Committee on Academic Affairs (CoAA) will only consider proposals submitted on 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. Submit completed form to Bill Ellison at ellison@hws.edu in the Registrar’s Office.

B. BE SURE ALL APPROPRIATE SIGNATURES APPEAR ON THE FORM before submission (emailed approvals are acceptable, if sent to Bill Ellison ellison@hws.edu, at the time of submission).

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 faculty to address questions and resubmit.

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 Self Services and the online Catalog.
NEW COURSE PROPOSAL FOR DEPARTMENTS AND PROGRAMS

BE SURE ALL APPROPRIATE SIGNATURES APPEAR ON THE FORM PRIOR TO SUBMISSION. PLEASE USE ELECTRONIC SIGNATURES (Email approval or PDF scan of signature.)

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

A. Course information

Instructor: _______________________________ Department/Program _______________________________

Status of faculty member:  
__ Permanent  
__ Temporary (Indicate term of appointment: __________ to __________)

Proposed Course Level (check one):  
__ 100-level  __ 200-level  __ 300-level  __ 400-level

Suggested Dept. Course Number (optional) __________

New Course Title __________________________________________________________

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

Status of course:
__ a new course to be entered in the catalogue.  
(Only permanent faculty can propose a permanent course.)
__ a course offered during the term of the appointment.
__ a previously approved temporary course to be converted into a permanent course.
  • USE SPECIAL FORM FOR NEW COURSE DESCRIPTION FOR EXISTING COURSE
  • USE SPECIAL FORM FOR A NEW COURSE NUMBER FOR EXISTING COURSE
  • USE SPECIAL FORM FOR UPDATES TO GOALS INFORMATION ON PREVIOUSLY APPROVED COURSE

Term to be first offered:  
__ Fall  ___ Spring  ___ Maymester  ___ Summer Session  ___ Year __________

Expected frequency:  
__ Annually  ___ Alternate Years  ___ Occasionally

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

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

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

Grading Basis (check one):  
__ Graded or Credit/No Credit  ___ Credit/No Credit Only

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.
Departmental/Program Courses and is calculated independently in a student’s GPA.

1 Indicate seminar here only if you are requesting a seminar time slot. See academic day schedule on Registrar’s Web page for seminar periods.
A. Course information (*continued*)

1. Please list prerequisites or corequisites:

2. Curriculum Information

   a. Describe how this course fits in with the existing departmental or program offerings. Why is this particular course a valuable addition to the existing curriculum? This should be answered in consultation with the Department or Program Chair.

   b. What specific requirements in your major or minor does this course address? For example, could this course be applied toward a specific core requirement or toward a specific concentration?

3. Course description for catalogue copy. At the end of this course description, please include any pre or co-requisites, when offered (i.e. “offered annually”, “offered each semester”, “spring semester”), and name of faculty member teaching the course if known.

4. Potential readings and other materials.
B. Course learning objectives

1. What are the aims and student learning objectives/goals for the course (skills-based and content-based)?

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

3. What kind of evidence will show that students have achieved the learning objectives/goals 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](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 (see recommendations below):

- [ ] 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 each of these goal designations.

3. CoAA recommendations:

   (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 goals covered in the course and any assessment of those goals.
D. Additional Course Information. Please respond with N/A as an answer for any questions which do not apply to this course.

1. Will there be any outside of class activities that students will be required to attend? If yes, explain the nature and frequency of these requirements, and what alternatives will be provided to students who cannot attend.

2. Are there any recommended or extra-credit activities anticipated for this course? If yes, explain the frequency and whether or not students will be penalized for not participating.

3. 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.

4. If this course is offered, what will not be offered, or offered less frequently? How is this reduction justified? Please explain how offering this course may impact both your departmental/program curriculum as well as the general curriculum.

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

6. If needed support, materials, or technology resources (people support, hardware, software) for this course cannot be funded out of the regular department or program budget, how will they be funded? Please provide documentation that funding has been secured.

   If needed, please describe technology resources here. **COAA to inform IT Services if this section is completed. Note that COAA’s approval of a course does not guarantee the resources any faculty member by need, desire, or request for that course.**

7. 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. *PLEASE USE ELECTRONIC SIGNATURE
(Email approval or PDF scan of signature.)

If the Chair/Coordinator is the instructor, a signature from another senior departmental/program member is required in lieu of the Chair/Coordinator’s signature.

*Course Instructor Signature
____________________________________
Date

*Dept. Chair/Program Coordinator Signature
____________________________________
Date

Print Name of Dept. Chair/Program Coordinator
____________________________________
Name of Dept. /Program
____________________________________

Note: The Dept. Chair’s or Program Coordinator’s signature indicates that the proposing faculty and chair/coordinator have discussed the resources necessary to teach the course, and the chair/coordinator is affirming that any required resources for the course will be covered by departmental/program budgets. If further resources are needed, see Part D.6 above.

Cross-listed courses: Will other departments or programs be cross-listing this course? If so, written approval is required by the Chair of the Dept. /Program offering the course and Chair of the Dept. /Program to be cross-listed. BE SURE ALL APPROPRIATE SIGNATURES APPEAR ON THE FORM before submission (emailed approvals are acceptable, if sent to Bill Ellison at ellison@hws.edu at the time of submission). PLEASE USE ELECTRONIC SIGNATURES (Email approval or PDF scan of signature.)

Approval signatures required for cross-listing with the following Department(s)/Program(s):

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

On the first line, list the name of the cross-listed department and provide the signature of the chair. On the extra line, indicate which requirements in the major or minor would be addressed by this course.

1. __________________________________________
2. __________________________________________
3. __________________________________________
4. __________________________________________

F. Action of the Committee on Academic Affairs

Approved
Did Not Approve
Revise and Resubmit

____________________________________
Signature of Chair, COAA
____________________________________
Date