

(HWS Off-Campus Program Courses)

INSTRUCTIONS AND PROCEDURES FOR NEW COURSE PROPOSALS

*****NEW COURSE PROPOSALS MUST BE SUBMITTED WITH THE OFF CAMPUS PROGRAM PROPOSAL*****

Applicable For Courses in Departments, Programs, First-Year Seminars, Bidisciplinary Courses, and Off-Campus Programs

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

The Committee on Academic Affairs will only consider proposals submitted on course proposal forms. ***New course proposals for off campus programs must be submitted with the off campus program proposal.***

- I. Information on initial procedures for proposing a new course in departments, programs, off-campus programs, first-year seminars, and bidisciplinary courses
 - A. Complete Sections A and B. Section C will be completed by the COAA after, action is taken on the proposal. **BE SURE ALL APPROPRIATE SIGNATURES APPEAR ON THE FORM** before submission. All proposals must be completed electronically or typed out.
 - B. After the Registrar has determined that all necessary information and signatures are included, the proposal is posted to the COAA Canvas site for review.
- II. Administrative procedures following COAA action:

COAA acts on the proposal and the Registrar records the action and loads the course into the PeopleSoft system of record.

NEW COURSE PROPOSAL FOR OFF-CAMPUS PROGRAMS

**The recommended submission date is at least one year prior to instruction.
The DEADLINE for the proposal is SIX MONTHS prior to instruction.**

SECTION A

Instructor _____

Department _____ Course Number _____

New Course Title _____

Short Title (30 space maximum for data processing) _____

Name of Off-Campus Program _____

Indicate type of Off-Campus Program (check one): Consortial HWS

A. Please provide a complete course description. Attach any additional information if needed. (For writing catalogue copy, please refer to "Instructions And Procedures For New Course Proposals.")

1. Course summary:

2. Suggested readings:

3. Format of class meetings (lectures, labs, conferences, seminar, etc.):

4. Term/s offered: _____

5. Frequency (check one): annually alternate years one time only

6. Prerequisites: _____

*Normally, all courses above the 100-level will require prerequisites. If there is a departmental policy to the contrary, it should be stated in the catalogue.

B. Indicate methods for evaluating student learning (numbers of papers; examinations, projects, etc.)

C. Indicate if this course **fulfills a major or minor requirement** in your department or in an interdisciplinary program. Indicate also if this course is **a new requirement**.

D. 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.

- | | | | | |
|--------------------------|---|--------------------------|---|--|
| <input type="checkbox"/> | P | <input type="checkbox"/> | S | The ability to reason quantitatively |
| <input type="checkbox"/> | P | <input type="checkbox"/> | S | An experiential understanding of scientific inquiry |
| <input type="checkbox"/> | P | <input type="checkbox"/> | S | A critical and experiential understanding of artistic process |
| <input type="checkbox"/> | P | <input type="checkbox"/> | S | A critical understanding of social inequalities |
| <input type="checkbox"/> | P | <input type="checkbox"/> | S | A critical understanding of cultural difference |
| <input type="checkbox"/> | P | <input type="checkbox"/> | S | An intellectual foundation for ethical judgment as a basis for socially responsible action |

2. Please provide a justification for these goal designations and how the course will address them.

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 goals covered in the course and any assessment of those goals.**

E. Does your course have a service-learning civic engagement component? Please describe what evidence will demonstrate that this service is a learning experience for the students.

F. Identify departments or programs which wish to cross-list this course. (Please ask the Department Chair or Program Director to sign this proposal. See signature block at end of Section B.)

G. Support required for course:

1. Please assess the off-campus library resources required for this course.

2. Indicate other special support required for this course, such as films or video, field trips, etc. (This question is informational; approval of this course does not imply that extra budgetary resources will be available.)

H.

1. How will the offering of this new course affect the department's curriculum? Which existing course(s) will be offered less frequently or discontinued?

2. How will the offering of this new course as part of an approved off-campus program affect the staffing of courses within the department?

3. Will this course reduce your department's ability to contribute to the general curriculum and/or interdisciplinary programs? Explain.

SECTION B

NOTE: The Department Chair or Course instructor may complete SECTION B.

I. CHECK ONE: _____ New Course _____ Change of Old Course

II. COURSE ATTRIBUTES:

Course Number: _____ Old Course Number: _____

Course Title: _____

Terms Offered: _____ Fall _____ Spring

Maximum Class Size: _____

Projected Class Size: _____

Projected Number of Sections (if applicable): _____

Credit (CHECK ONE): _____ 1 Credit _____ ½ Credit

Cross-listed Courses:

SIGNATURES REQUIRED FOR COAA APPROVAL:

Course Instructor's Signature

Date

Print Instructor's Name

Department Chair's Signature

Date

Print Department Chair's Name

Signature of Chair/Director, Cross-listed Courses or Program requirements

Date

Print Chair/Director's Name

Print Name of Chair/Director's Dept. or Program



SECTION C

ACTION OF THE COMMITTEE ON ACADEMIC AFFAIRS

New Course (Off-Campus Program) _____, is

Check One:

_____ APPROVED

_____ NOT APPROVED

_____ REVISE AND RESUBMIT

(Signature). Chair. Committee on Academic Affairs

Date

Additional Remarks: