

## New Course Proposal for Departments and Programs

Instructions and Procedures

Please thoroughly read these instructions regarding the process for getting new courses approved before filling out the form. Please contact the Registrar’s Office for submission deadlines.

**The Process**

* 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.
* CoAA reviews the proposal and approves or rejects the proposal. Rejected proposals will be returned to faculty to address questions and resubmit.
* After the course is approved, CoAA will notify the proposing faculty member and the Registrar’s Office will enter the course into the PeopleSoft Student Information System.

**Course Information**

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| Instructor: |  | Department/Program: |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Status of faculty Member:  |  | Permanent |  |  |  |  |
|  |  | Temporary - | Term of appointment:  |  | to  |  |
| Subject Code and Course Number:  |  |

|  |  |
| --- | --- |
| Course Title:  |  |

**The Colleges’ Aspirational Goals**

Which aspirational goal(s), if any, does this course address, either partially (P) or substantially (S)? CoAA recommends that:

* 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.
* 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.
* In general, at least 2/3 of a course’s content should relate to a goal for substantial satisfaction, and about 1/3-1/2 of content should relate to the goal for partial satisfaction.
* 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.

To review the aspirational goals, see: <https://www.hws.edu/offices/oafa/curriculum/goals.aspx>

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| --- | --- | --- | --- | --- |
|  | 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 |

**Justification:** Please provide a short justification for each of these goal designations.

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**Assessment:** How will these goals be assessed in the course? Please note that the course syllabus should reflect both content of the goals covered in the course and any assessment of those goals.

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**Action of the Committee on Academic Affairs**

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| Approved:  |  |
| Did Not Approve: |  |
| Revise and Resubmit: |  |

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| --- | --- | --- |
|  |  |  |
| Signature of Chair, CoAA |  | Date |