

READER'S COLLEGE

INSTRUCTIONS AND PROCEDURES FOR NEW READER'S COLLEGE COURSE PROPOSALS

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

I. The Committee on Academic Affairs will only consider proposals submitted on Reader's College course proposal forms.

A. Complete Sections A, B, and C. For non-credit course proposals, answers to Section B will not be weighed as heavily as they would be for ½-credit courses. Section D 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. Submit completed form to the Registrar.

B. After the Registrar has determined that all necessary information and signatures are included, he proposes the new course to COAA for review.

II. Administrative procedures following COAA action.

A. The COAA acts on the proposal and the Registrar records the action.

B. The Registrar then sends photocopies of the proposal with a report of the Committee's action to the instructor of the course and Provost Office. **NOTE:** Approved proposals will have the chair of COAA's signature. See Section D of course proposal form.

III. Procedure following course approval.

After the course is approved, the Registrar's Office will load the course and the course description into the Student Information System/PeopleSoft Student and Faculty Self Services.

NEW COURSE PROPOSAL FOR READER'S COLLEGE

Deadlines: Please contact the Registrar's Office for the deadline for submission.
Submit to Registrar's Office. All proposals must be completed electronically or typed out.

A. Course information

Instructor _____ Department/Affiliation _____

Status of faculty member: Permanent
 Temporary (Indicate term of appointment: _____ to _____)
 Other (explain: _____)

Reader's College Course Title _____

Status of course:

a new Reader's College course
 a pre-existing Reader's College course, but with a new instructor

Term to be first offered: Fall Spring Year _____

How many days/hours per week are you planning to teach this course/seminar? _____

Reader's College classes may not be scheduled in the standard class periods as these times are reserved for full credit courses.

Reader's College Courses are offered for CREDIT/NO CREDIT ONLY.

Credit: 1/2 credit no credit

Repeatable for credit towards the degree? Yes No

1. Course description. (Please attach a fuller description if needed.)

2. Readings and other materials.

3. Qualifications of the instructor for teaching this Reader's College. (Please attach additional material if needed.)

B. Course learning objectives

1. What are the aims of the course?
2. What key questions will you address in the course?
3. What student learning objectives do you have for the course?
4. What kind of evidence will show that you have achieved your learning objectives? Please elaborate.
5. If there are needed support or materials for this course, how will they be funded? Has funding been secured?
6. Are there other courses that appear in the College's catalogue that would overlap with this Reader's College course? If so, which ones? If there are others, please justify your offering this course.

**C. Signatures required for COAA approval. *PLEASE USE ELECTRONIC SIGNATURE
Email approval or PDF scan of signature.**

Course Instructor Signature

Date

Print Name of Course Instructor

D. Action of the Committee on Academic Affairs

Approved _____

Did not approve _____

Revise and resubmit _____

Signature of Chair, COAA

Date