

Curriculum Committee: Online Course Proposal (2008-09)

SECTION I

1. Sponsoring Department:
2. Catalog Descriptors:
Department, Course Number, Title, Semester Hours
Proposed:

Course Description (including prerequisites)
Proposed:

SECTION II

1. Instructor with primary course responsibility: _____
2. Has this course been taught before?
Yes, as an online course ____
Yes, as a classroom course ____
No ____
3. How often will course be offered? Yearly: ____ Alternate Years: ____ Intermittently: ____
Other _____
When will the course be offered? Day ____ Summer ____ Evening ____
4. If the course will be offered in the day program, explain precisely how the course content “virtually requires” an online format.
5. If the course will be offered in either the Evening Program or the Summer Program, explain precisely how the course’s material and organization are consonant with an online format.
6. Explain how the instructor will maintain interaction with students at the heart of the course.
7. Please explain what testing procedures, assignment types, or other steps will be used to insure that students do their own work.
8. Please append a syllabus or course outline to include the following:
 - a. major topics and subtopics to be covered during the course.
 - b. student learning outcomes (i.e., learning objectives).
 - c. assessment method(s) used to determine if each learning outcome is achieved.

If the course is requesting Non-Western Perspective designation, describe also how topics and subtopics covered in the course present a non-western perspective.

SECTION III (for courses that are new to the catalog only)

1. Course Numbering Rationale: Provide an explanation for the course level (i.e., 1000, 2000, 3000, or 4000)
2. Is the course to serve General Education Requirements? Y ____ N ____
If Yes, which ones?
3. Show that the institutional support is adequate. Consider the scope of current library holdings, evidence of student interest (based on “Topics” experiences), possible effects on faculty load and possible effects on other departments. State whether the course would require a capital outlay on the part of the College and, if so, provide an explanation and a rationale.
4. Provide a rationale for adding the course to the curriculum and any other supportive statements deemed appropriate. For example, consider how the course
 - a. will promote the department’s academic goals;
 - b. is appropriate to an undergraduate, liberal arts curriculum; and
 - c. is “unique” from other course(s) in the department as well as outside the department.

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Sponsor: _____ Date: _____
(Department Chair)

Affected Dept #1: _____ Chair’s initials ____ Support: Y/N

Affected Dept #2: _____ Chair’s initials ____ Support: Y/N

Affected Dept #3: _____ Chair’s initials ____ Support: Y/N

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Review Group Action: Approve ____ / Not Approve ____ Date: _____

Curriculum Committee Action: Approve ____ / Not Approve ____ Date: _____