

## Chapter 10

### NEW COURSE PROPOSALS AND MAJOR COURSE REVISIONS

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#### **A. Introduction**

Chapter 9 discusses the different categories of course proposals. This chapter discusses proposals for new courses and major course revisions. In general, a major course revision is required when there is substantive change to the objectives, content, or delivery of a Senate approved course. For new courses, please see chapter 9 for guidelines on selecting appropriate course numbers. For new courses that are to be dual-level or cross-listed, please also see Chapter 12. For new courses that will be delivered by distance education, please also see Chapter 14.

Individual course proposals that are clearly written and that follow the prescribed format and procedures are generally approved in a relatively short period of time. Since the Graduate Committee will not likely be composed of members familiar with each academic discipline, it is imperative that a proposal be written so that it can be understood by those outside the discipline. Much of the supporting documentation required by the committee serves to facilitate this understanding. In order to maintain the academic integrity of the curriculum, the Graduate Committee must determine that the department has the knowledge and expertise to deliver the course, that the necessary resources are available to ensure course quality, and that any overlap with existing courses, both within and outside the department, is resolved. Where overlap or concerns of other departments is at issue, the Graduate Committee requires that letters of support from affected departments accompany the proposal, or, at the very least, evidence that no fewer than two efforts have been made to gain this support.

A new course proposal or major course revision must follow the format and content given below, whether the course is being submitted individually or as part of a graduate program proposal.

#### **B. Proposal Format and Content**

##### 1. Graduate Curriculum Authorization Form (Appendix D)

This will be the cover page of the proposal. The form should include the name and course number. For new courses, please check with the Registrar's Office to make sure that the number is available (unused). In addition, new courses require a "CIP" code; please consult the Registrar's Office and enter this code on the appropriate line of the Authorization Form.

##### 2. Course Description and Particulars

a. Attachments:

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- (i) Course syllabus. The “syllabus of record” describes the basic features and content of the course. Refer to Appendix E for content and format requirements to be used for this syllabus. The university requires that each department maintain a file containing

- (ii) Senate-approved versions of the syllabi for each graduate and undergraduate course it offers.
- (iii) **Bibliography** (can be part of syllabus) -The inclusion of a bibliography is an effective means for individuals unfamiliar with a particular discipline to evaluate the need, rigor, and success potential of a proposed new course. To satisfy reviewers that a relatively full and fairly recent literature exists on major course topics, the proposal must contain a representative sampling of books, articles, monographs, conference proceedings, etc. The bibliography should follow, consistently and accurately, the reference style or editorial guidelines appropriate to the discipline. In the event that literature is dated, provide an explanation of why the included works are deemed most appropriate to the achievement of course objectives. If references are scarce, provide reasons.

Following the numbering scheme provided below, include the following components in the proposal:

- b. **Rationale**: Explain why the course or course revision is needed. Specify whether the proposed course is a required or elective course in a degree program housed within the department proposing the course. Indicate how the course will be integrated within the program. Identify pre-requisites for the course and those courses for which the proposed course will be a pre-requisite. If the course will be required, explain its impact on the existing program and, if necessary, submit an appropriate program revision proposal.
- c. **Other courses or programs**: If the proposed course requires changes in the content of other existing courses, please submit the appropriate major or minor course revisions.
  - (i) If the proposed course content overlaps that of courses offered by other departments, attach letters of notification and response from those departments. If a department is unresponsive, please attach two letters of attempted notification.
  - (ii) If the proposed course is to be included as a required or elective course in a degree program in another department, indicate how the course will be integrated within that program. Attach a memorandum from the other department attesting to the need for this course
- d. **Variable credit**: If the proposed course will be offered on a variable credit basis, provide the rationale for that format. Describe fully the procedure to be followed and criteria to be used in determining the number of credits for which a student will enroll. If students taking this course for variable credit are to be evaluated using different criteria, describe the differences and provide a rationale for each level of credit.
- e. **Teaching Plan**: Describe the teaching plan (taught by one instructor or team-taught) and explain its rationale. Specify whether this course is a seminar, lecture-based, practicum, laboratory, studio, or other type of course.

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- f. Special Topics: If this course has been offered on a Special Topics basis (581, 681, 781, or 881), indicate how many times it has been offered, under what title(s) it has been offered, and how many students were enrolled each time the course was offered.
- g. Comparisons: Identify other accredited graduate schools that offer the same or similar courses in similar degree programs. Attach photocopies or website printouts of titles and course descriptions from the appropriate graduate catalogs from at least three other institutions. (Please do NOT retype the information.) If no other institution or program offers a comparable course, provide a reason and justify the creation of an unprecedented course.
- h. Standards: Indicate whether this course is required or recommended by a professional or accrediting organization that sets standards for programs that include this course. Review those standards and show how this course is consistent with them.

3. Implementation

- a. Resources: Identify the resources needed to teach this course. For each of the categories listed below, establish and justify a base level necessary to secure the highest course quality within the parameters set by budget restrictions. For each of the categories listed below, describe the requirements of the proposed course. If a resource “gap” exists, develop a plan to achieve adequacy.
  - i) Faculty
  - ii) Space and Equipment
  - iii) Laboratory Supplies
  - iv) Library
  - v) Travel Funds
  - vi) Miscellaneous (specify)
- b. Frequency of offering: Indicate how often the proposed course will be offered. If it must be offered in a specific semester, provide the reason.
- c. Enrollment: Indicate the anticipated student enrollment from students within the program and the probable number and source of potential students from other departments for a “normal” semester. If constraints on class size exist, describe them. NOTE: The committee believes that courses requiring extraordinary faculty supervision or high levels of student participation (presenting papers, reviewing books and articles, substantial amounts of supervised independent research or field-work) should generally adhere to stricter and smaller enrollment limits than lecture/discussion courses.

4. Catalog Description

On a separate page, attach a catalog description suitable for editorial processing. This description must include:

- a. Department code, course number, and course title

- b. Number of semester hours (including lab hours and class hours e.g., 3c-0l-3sh)
- c. Any prerequisites
- d. A brief description of course content
- e. Other pertinent information that might assist students in the selection of this course (e.g., admission limitations, special course requirements, etc.). The style and format of this description must be consistent with current catalog descriptions.

5. Logistics

- a. Specify a START TERM for the new course. Start dates and end dates are important as IUP develops a degree auditing program.
- b. Confirm with the Registrar's Office that the course number is unused. Reusing course numbers for entirely different courses can cause havoc with prerequisite checking, and with transcripts
- c. Contact the Registrar's Office to establish a Classification of Instructional Programs (CIP) code for the course. Each course needs to have a CIP code assigned, which refers to course content; the CIP code is entered on the Authorization Form.
- d. Specify the CATALOG TERM for the new course. New courses no longer have to fit in a catalog year. New courses that start at mid-year do impact student catalog terms for degree audits.

6. Miscellaneous

Include any additional information you believe to be of value to those reviewing this course.

7. Senate

After notification of approval by the Graduate Committee, please submit to the recording secretary of the Graduate Committee:

- a. Three hard copies of the fully revised course proposal
- b. Three hard copies of the Senate agenda item (see below)
- c. One electronic copy of both the fully revised proposal and the Senate agenda item.

The Senate agenda item should include the course name, number and title of the program, the sponsoring department and a catalogue start date; the catalog description; and a brief rationale for the course. The hard and electronic copies must be submitted to the recording secretary of the Graduate Committee at least 14 days before the next Senate meeting.