PROCESS A: NEW COURSE PROPOSAL FORMAT GUIDELINES

This format is for:

- All new non-general education course proposals—undergraduate and graduate.

Forms:

- Process A Submission Cover Form
- Library Resource Form
- PDF Format
- Excel Format
- PDF FORM
- List of Library Liaisons

Sample Proposal:

This sample is provided for content and does not necessarily reflect the outline of the new guidelines. Where the sample differs from the guidelines, defer to the guidelines.

Notes for New Course Proposals:

Highlighted guideline material indicates new or significantly revised information from previous guidelines.

Section Writing Intensive or Multicultural/Global Designation (Section II.b.): If the proposal is requesting either or both of these designations: Sponsors must specifically explain in the rational section of the new course proposal how the course meets the requirements for either of these designations. Sponsors should specifically refer to the university requirements in the proposal: Guidelines for Multicultural/Global Studies Courses or Guidelines for Writing Intensive Courses

Curricular Effect (Section III.a.i): If the new course is a new required program course or replaces an existing required or elective program course, a separate curriculum proposal is needed and needs to be referenced in this proposal. For new courses that are added to a bank of electives, no additional curriculum proposal is needed.

Alignment of course with program goals and outcomes (Section IV.a): As of May 2012, new non-general education course proposals must address the alignment of the proposal with the goals and outcomes identified in the program’s Outcomes Assessment Frameworks.

GUIDELINES

Highlighted text indicates new or significantly revised information from previous guidelines.

I. DETAILS
   a. Course Title and Course Number: Sponsors designate the intended course number.

   b. Sponsor(s): The person(s) initiating and the department sponsoring the proposal should be indicated. For interdisciplinary courses, joint sponsorship by all concerned departments is desirable. Primary sponsorship for the proposal and responsibility for administration of the course must be clearly indicated.
c. **Student Credit Hours:**

**d. Faculty Workload Hours:**

**e. Course Level:** Undergraduate [Freshman (100 level), Sophomore (200 level), Junior (300 level), Senior (400 level)] or Graduate.

**f. Special Designation:** Writing Intensive, Multicultural/Global, etc.

**g. Prerequisites:** MUST INCLUDE NAME AND course number. If no prerequisites, state NONE.

**h. Date of Implementation:** State when the course will first be offered and how often the course will be offered.

**i. Related Curriculum Proposals Being Simultaneously Submitted:** List each proposal by title and description of the curriculum change—what is the relationship to this new course proposal (such as new program, program change, prerequisite change, course deletion, etc.). If none, state NONE. See Note 2 above.

**II. RATIONALE**

**a. General Merit of the Course:** Indicate the proposed course's merits and potential contribution to the goals of the university and the sponsoring college(s) and department(s). Include distinguishing characteristics, especially when there is overlap with existing courses. What is the appropriateness and significance of the course? How will this course enhance the curricular offerings of the University?

**b. Other Designations:** If the proposal requests Writing Intensive or Multicultural/Global designation, specifically address how the course meets the university criteria. See criteria guidelines. See Note 1 above.

**III. CURRICULAR EFFECT**

**a. Course Effect**

1. **Course Effect on Existing Program:** The proposal needs to state where a new course fits into a program—generally either as an elective or required course and the effect the course has on program hours (the curricular effect). See Note 1 above.

2. **Course Effect on Other Courses:** Address which courses will be dropped or offered less frequently as a result of this course.

3. **Course Effect on Other Programs, Departments, Colleges:**

4. **Course Effect for Students:**

**b. Resource Requirements:**

1. **Equipment, Space, Technology, etc.:**

2. **Staffing Resources:** Describe the new faculty that will be needed and the extent to which faculty from other programs will be used.
3. **Library Resources**: Attach completed Library Resource Form. If additional resources are required explain how they will be acquired.

c. **Short-term Evaluations**: If the course has been short-term, append the evaluation.

### IV. COURSE DESCRIPTION

a. **Course Goals**: Using the appropriate Outcomes Assessment Framework, articulate the expected Program Goals, Student Learning Goals, and Student Learning Outcomes. Proposals to be housed within existing programs should use the relevant Outcomes Assessment Framework to inform the discussion. Approved Frameworks can be found at [http://www.rowan.edu/president/ierp/assessment/](http://www.rowan.edu/president/ierp/assessment/).

Proposals to be housed outside of existing programs will need to create an Outcomes Assessment Framework. Templates for Outcomes Assessment Framework can be found at [http://www.rowan.edu/president/ierp/assessment/academic.html](http://www.rowan.edu/president/ierp/assessment/academic.html). See Note 3 above.

b. **Topical Outline/Content**:

c. **Evaluation of students and grading procedure**: These should be generic and should not include specific classroom requirements.

d. **Course Evaluation**: Describe the procedures that will be used to assess the success of the course in meeting the goals and objectives of the college as well as the objectives of the course (e.g., student evaluations, departmental curriculum review, program review).

### V. RESULTS OF CONSULTATIONS

a. **List of Parties Consulted**: Letters of consultation MUST be included from all departments or programs (chairs or coordinators) that have similar course content or might otherwise be affected by this proposal. If the proposal is interdisciplinary, evidence concerning consultation with all departments potentially involved must be included.

b. **Consultation Letters**: Copies of emails are acceptable. Letters from all parties listed as consults must be included.

### VI. CATALOG DESCRIPTION

The catalogue descriptions MUST be included as a separate page and as the last page of the proposal. Course numbers of any prerequisites MUST be included. Catalogue format example:

**ANTH 02321: Cultural Ecology**

3 S.H.

*Prerequisite: ANTH 02202*

This course examines the relation of human groups to their environments as mediated by culture. It emphasizes the interaction of significant variables in the natural habitat, technology, and social institutions. This course may not be offered annually.

*Faculty Workload Hours:__*

*Info for Registrar only. Faculty Load Hours does not appear in the catalogue*