##### 

##### New Course Proposal

**Date:** *Select the date the proposal was developed.*

**New Course being proposed (ID/Title):** *Proposed full course title, e.g., BIOL131 General Biology I*

**Course Type:** *Regular Course*

**Faculty:** *Faculty member responsible for preparing this form and presenting proposal at CC meeting.*

**School***: School or college proposing the course.*

**The proposed course will delete:** *List the course(s) which will be deleted (if any); submit Form A for each.*

**Grades in the proposed course replace a previously earned grade in:** *List course replaced (if any).*

**Grading Scale:** *Letter grades: A-F*

1. **Proposed Catalog Course Description:**

|  |  |
| --- | --- |
| *Give course number; title; number of hours per week of lecture and/or recitation and laboratory; number of credits; and course description with prerequisites and/or co-requisites for the catalog. Indicate if the course may be repeated for credit and how many times this may occur.* | *Use the current catalog format.* |

2. Assessment:

|  |  |
| --- | --- |
| 1. Outcomes: List the student learning outcomes for this course as they may appear on the syllabus, in terms of measurable statements of student achievement or student performance. Define the relative weight attributed to each outcome in terms of percent of course content.   *Outcomes should reflect the course level. For example, higher level courses should focus more on higher level processes like evaluation and synthesis. Specify outcomes in terms of student learning/achievement.* | *List Course-level Student Learning Outcomes.* |
| 1. Assessment: Discuss how the student achievement of these outcomes will be measured.   *Describe the assessment plan for the course, including what direct and indirect measures of student learning will be collected.* | *Describe the assessment method(s).* |
| 1. Rationale: Discuss what evidence supported the development of this course.   *Describe the school assessment planning, expected data, and the projected student learning gains related to this new course.* | *Describe evidence (e.g,. advisory board recommendations, national accreditation requirements, curriculum gap analysis, etc.).* |
| 1. Program Outcomes: (Where applicable): Discuss how this course fits into any programs which will require it.   *Describe the relationship between these proposed course-level student learning outcomes and the program outcomes where this course is to be used. The narrative should be descriptive and specifically discuss the attached curriculum map and program assessment report.* | *Describe the specific program-level outcomes this course will address.* |

1. Course Number:

|  |  |
| --- | --- |
| *Provide the rationale for the proposed course number and level (e.g. what learning outcomes define this as a 300-level course, or how do the course prerequisites - and the learning outcomes of the prerequisite - relate to this proposed course?).* | *Provide a rationale for the course number.* |

4. Provide information on how the course fits into the school's/department's curricula and affects other curricula on campus.

1. The proposed course will be: (SELECT ONE FROM THE MENU:) *Required*

|  |
| --- |
| *Programs for which this course will be specified as either required or designated elective must provide the following additional information:* I) List affected programs (degree, certificates, minors).*Identify the programs which are affected by this proposal.*  II) Attach either **Form D Program Change Proposal** or **Form E Expedited Change Proposal** (each of which require attaching a revised audit sheet) for each affected program.  III) Attach appropriate evidence of program level assessment.  IV) Attach program-level curriculum map(s) demonstrating the relationship of proposed course learning outcomes to the programs which will specify the course. Resources to assist in developing of a curriculum map include <http://manoa.hawaii.edu/assessment/howto/mapping.htm>. |

b) Relationship with other courses:

|  |  |
| --- | --- |
| *Describe the relationship of this course to other existing courses offered by the university and how this content compliments, expands, and/or overlaps.* | *Relationship to other courses.* |

1. Affected Schools:

|  |
| --- |
| *Schools should communicate about proposed changes with affected programs in advance of submitting curriculum change proposals. Programs needing additional time to respond to proposed changes should seek to postpone committee consideration of such items, e.g. agenda changes, motions to postpone, etc.* |

5. Resources:

|  |  |
| --- | --- |
| ***a)*** *Describe the extent to which existing physical resources are available and sufficient to fulfill the instructional objectives of this course.* | *If resources (library holdings, filmstrips/videos, laboratory space, equipment, budget for consumables, computer, audio visuals, etc.) are not sufficient, then use this box to additionally describe specific needs, costs and funding sources necessary to support the instructional objectives.* |
| ***b)*** *Describe the impact on faculty load from the implementation of this proposed new course.* | *Where will the faculty load necessary to teach the class be charged (e.g. adjunct, overload, reallocation, new position(s)?* |
| 1. *Who will be qualified to teach the course, who do you expect to be assigned to the course?* | *What personnel will be qualified and utilized to teach this course?* |

1. **Course Fees:**

|  |  |
| --- | --- |
| *List any course fees associated with this course and provide the rationale.* | *Enter information on fees*. |

**RECORD OF ACTION -** Proposal for: *Enter the proposed new course name and number.*

This form must be submitted to the Registrar’s Office following school approval and concurrence of the dean. The Registrar’s Office will distribute it to the Curriculum Committee. An approved signed copy will be returned to the School with the original kept in the Registrar’s Office, after final approval.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Date | **For** | **Opposed** | **Abstained** | **Absent** |
| **School Faculty Vote:** | *Date* | *for* | *opposed* | *abstain* | *absent* |
| **College Dean’s Approval:** |  | Signed: | | | |
| **Curriculum Committee Vote:** |  |  |  |  |  |
| **Provost:** |  | Signed: | | | |