**NEW COURSE PROPOSAL**

**All forms must be submitted with:**

 **Department minutes showing discussion/approval, Master Syllabus and signed hard copy to Academic Affairs.**

**Fill in all sections (1 - 4)**

|  |
| --- |
| **Section 1 – GENERAL INFORMATION:** |
| Initiator: Click here to enter text. | Department: Click here to enter text. | Date Submitted: Click here to enter a date.  | Effective Term/Year: Click here to enter text. |
| E-mail: Click here to enter text. | Phone Number: Click here to enter text. | State Mandated? [ ]  Yes [ ]  No |
| **Section 2 – COURSE DETAILS**  |
| Course Prefix & Number: Click here to enter text. | Course Title (no abbreviations): Click here to enter text. |
| Number of Credits: Click here to enter text. | Weekly Contact Hours: Click here to enter text. | Total Course Contact Hours: Click here to enter text. |
| Rational for adding course: Click here to enter text. |
| Catalog Description: Click here to enter text. | Prerequisite(s) Course ID and Title:Click here to enter text. | Co-requisite(s) Course ID and Title:Click here to enter text. |
| Term(s) Course is Offered (pick all that apply):[ ]  Fall [ ]  Spring [ ]  Summer |
| Grading Designation: [ ]  A- F [ ] S/U |
| Delivery Method: Click here to enter text. | Textbook Information: (Author, Title, ISBN): Click here to enter text.  |
| Faculty credentials necessary for teaching course (information will become part of Faculty Credentials Manual): Click here to enter text. | Textbook Cost: Click here to enter text. |
| Equipment requirements and cost: Click here to enter text. |
| Lab Fee: Click here to enter text. |
| Meets AA General Education Requirement? [ ] Yes [ ] NoIf yes: [ ] Communications [ ] Humanities [ ] Social Science  [ ]  Mathematics [ ]  Science | Course required or elective for [ ] A.A. [ ] A.S. [ ] Certificate [ ] PSAVWhich program(s)? Click here to enter text.CIP Code(s): Click here to enter text. |
| Gordon Rule? [ ] Yes [ ] No If yes: [ ] Writing [ ] Mathematics | Credit Type: [ ] Transfer [ ] Not intended for Transfer [ ] Non--Transfer [ ] College Preparatory [ ] Career Preparatory  | Special Designator? [ ] Yes [ ] No If yes (select all that apply):  [ ] Honors [ ] Global Gateway  |
| **Section 3 – LEARNING OUTCOMES General Education** [ ]  **Non-General Education** [ ]  |
| **Course/ Student Learning Outcome** | **Corresponding Program Level Learning Outcome** | **Corresponding General Education Outcome (if applicable. You may select more than one)** | **Proposed Assessment Method** |
| Click here to enter text. | Click here to enter text. | [ ]  Communications[ ]  Quantitative and Scientific Reasoning[ ]  Critical Thinking[ ]  Global and Social Diversity[ ]  Information Literacy | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | [ ]  Communications[ ]  Quantitative and Scientific Reasoning[ ]  Critical Thinking[ ]  Global and Social Diversity[ ]  Information Literacy | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | [ ]  Communications[ ]  Quantitative and Scientific Reasoning[ ]  Critical Thinking[ ]  Global and Social Diversity[ ]  Information Literacy | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | [ ]  Communications[ ]  Quantitative and Scientific Reasoning[ ]  Critical Thinking[ ]  Global and Social Diversity[ ]  Information Literacy | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | [ ]  Communications[ ]  Quantitative and Scientific Reasoning[ ]  Critical Thinking[ ]  Global and Social Diversity[ ]  Information Literacy | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | [ ]  Communications[ ]  Quantitative and Scientific Reasoning[ ]  Critical Thinking[ ]  Global and Social Diversity[ ]  Information Literacy | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | [ ]  Communications[ ]  Quantitative and Scientific Reasoning[ ]  Critical Thinking[ ]  Global and Social Diversity[ ]  Information Literacy | Click here to enter text. |
| **Section 4 – CREDIT HOUR ESTIMATE**  |
| **Instructional or Learning Activity** | **Estimated Number of Minutes**  |
| On-campus meetings (direct instruction, in-class lectures, demonstrations, recitations) | Click here to enter text. |
| Practical experiences (lab experiences, studio activities, clinical assignments, field experience) | Click here to enter text. |
| Group or team-based activities (group projects or presentations, debates, group assessments) | Click here to enter text. |
| Reviewing online course content (audio/video lectures, podcasts, written lectures) | Click here to enter text. |
| Readings (assigned readings, additional readings, websites, articles) | Click here to enter text. |
| Projects/Presentations (oral presentations, portfolios, multimedia presentations) | Click here to enter text. |
| Practice problems or exercises (drills, practice problems, exam reviews) | Click here to enter text. |
| Online discussions (discussion forums, wikis) | Click here to enter text. |
| Synchronous activities (videoconferences, audio chat, text chats) | Click here to enter text. |
| Writing activities (papers, essays, journal entries, blogs) | Click here to enter text. |
| Research activities (literature review, individualized study, research study) | Click here to enter text. |
| Quizzes or exams (written, computer-based, online) | Click here to enter text. |
| Inquiry-based activities (web quest, problem-based or self-directed learning) | Click here to enter text. |
| Other (please list): Click here to enter text. | Click here to enter text. |
| **TOTAL MINUTES:**  | Click here to enter text. |

**CURRICULUM PROPOSAL - Signatures**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Person submitting proposal Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dean/Director of Division submitting proposal Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dean/ Director of other affected Division Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Dean/ Director of other affected Division Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Provost/ VP for Academic Affairs Date

Office Use only:

Date presented to APC: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date approved by APC: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date approved by BOT: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_