**Proposal to Create a New Course: Instructions**

**Standardized Font:** use only 12 point, Times/Times-New Roman font.

**Section 1: Proponent Contact Information**

**1.1** Name/Title:

**1.2** Email address:

**1.3** Phone #

**Section 2: Course Catalog Information**

* 1. **Course prefix (subject area) and number:** Course number/prefix combinations may be used only once, and *may not be recycled*; please check with the registrar’s office to get a list of available, valid course numbers.
  2. **Course title**: The title of the course as it will appear in the course catalog.
  3. **Abbreviated Course title**: The title of the course *as it will appear on a student’s transcript.* Limited to 30 characters including spaces and punctuation.
  4. **Credit hours/Variable credit:** Indicate the total number of credit hours this course awards. If you’re proposing a course with variable credit options, explain that here.
  5. **Repeatability:** If the course is not repeatable for credit, simply indicate with N/A. If the course is meant to be repeatable, insert here this exact phrase, indicating the number of times a student can enroll for degree credit *beyond the first enrollment*, and the total maximum hours for which a student may receive degree credit for this course: *Repeatable \_\_\_ for a total of \_\_\_ credits.* For example, a proposal for a three credit course that a student could take three times would include the phrase *Repeatable twice for a total of 9 credits.*
  6. **Course Catalog Description:** This is the brief, concise, general course description that will be published in the university course catalog and all its iterations; please refer to WKU course catalog for appropriate style and format examples.
  7. **Prerequisite/Corequisite courses:** If none, simply indicate with N/A (Not Applicable). If prerequisite and/or corequisite courses are required:
* Taking care to distinguish between prerequisites and corequisite courses, identify them by subject area prefix and course number only; *do not include course titles.*
* List only *immediate* prerequisites. (Do not list prerequisites for other prerequisite courses.)
* If you wish to propose prerequisite and/or corequisite courses offered by a department/unit other than the one identified in your proposed course prefix, the head of that other department/unit must be consulted.
  1. **Additional Enrollment Requirements:** Additional Enrollment Requirements include such things as instructor permissions (required or optional) class standing, restrictions to certain majors and/or programs, prerequisite course grades etc. If this does not apply, simply indicate with N/A (Not Applicable).
  2. **Other Special Course Requirements:** Things such as required specialized equipment and/or supplies, off-campus travel and extra-classtime activities should be noted here. If this does not apply, simply indicate with N/A (Not Applicable).

**Section 3: Description of proposed course**

**3.1** **Course Content Summary**: Explain, briefly and succinctly, the subject matter of the course, and the approach/methodology that will be used to explore it.

* 1. **Learning Outcomes:** These should be stated in terms of what new knowledge and/or skills students should be able to *demonstrate* upon successfully completing this course. What will they know, and/or know how to do as a result of successfully completing this course? Present these learning outcomes as a bulleted list, or series of brief paragraphs, predicated with “Upon successful completion of this course, students should be able to…” (Please note that this item is concerned with *learning outcomes*, not *course content,* which should appropriately be explained in item 3.1, above.)
  2. **Assessment/Evaluation:** Describe generally how student’s achievement of the learning goals described in section 3.2 (above) will be assessed and evaluated. This should not be a detailed list of every assessment planned in a given semester, but rather a concise, general explanation of the types of assessments that will be employed in the course.

**Section 4: Rationale**

**4.1** **Reason for developing this proposed course:** Explain how and why this proposed course is desirable and/or necessary, and how it relates to departmental/college/university wide goals and standards. **Please note**: while references to course content may be included here for clarity’s sake, this section is primarily meant to explain **why** this course is needed/desirable, not **what** the course is about, which should have been explained thoroughly in section ***3: Description of Proposed Course,*** above.

***SPECIAL NOTE REGARDING NEW COLONNADE PROGRAM COURSES***

To be included in the WKU Colonnade general education program, courses must meet criteria unique to that program, and as such, the Colonnade program has its own distinct course approval process: *new* courses being designed and proposed specifically for inclusion in WKU Colonnade program must include that information here, in item 4.1, and must be pre-approved by the Colonnade Committee as meeting their unique requirements *prior* to being acted on by the university’s Undergraduate Curriculum Committee. **For information, proposal forms and instructions unique to the Colonnade approval process, please refer to the** [Faculty Resources](https://www.wku.edu/colonnade/facultyresources.php) **page of the** [WKU Colonnade Program Website.](https://www.wku.edu/colonnade/index.php)

**4.2 Relationship to similar courses offered by other university departments/units:** Do any other courses already being offered by other university departments/units share content with this proposed course? If so, have those units been consulted in regards to this proposed course? Explain how this course is unique in its presentation/exploration of that shared content.

**Section 5: Projected Enrollments/Resources**

**5.1 How many students per section are expected to enroll in this proposed course?**

**5.2 How many sections of this course per academic year will be offered?**

**5.3 How many students per academic year are expected to enroll?**

**5.4 How were these projections calculated? Explain any supporting evidence/data you have for arriving at these projections.**

**5.5 Proposed method of staffing**: Will additional staff be required in order to offer this course according to the enrollment projections indicated in items 5.1-4? If so, what actions are being undertaken to secure the necessary additional personnel? If current staffing is sufficient, explain any adjustments necessary to current staffing patterns/teaching loads to accommodate this new course.

* 1. **Instructional technology resources:** Are the unit’s current instructional technology resources sufficient to support this course? If not, what additional resources are needed, and what actions are being undertaken to upgrade those resources?
  2. **Library resources**: Will this proposed course require the use of library resources (books, journals, reference materials, audio-visual materials, electronic databases, etc.)? If so, a completed [Library Resources Form](https://www.wku.edu/library/forms.php) must be accompany this proposal when submitted to the appropriate College Curriculum Committee. (In order to allow sufficient time for library review, this [Library Resources Form](https://www.wku.edu/library/forms.php) must be submitted to the appropriate collection development librarian at least three working days prior to the College curriculum committee at which the proposal will be considered.)

**Section 6: Proposed term for implementation:** What semester/year will this course “come on line” and be available to students?

**Section 7: Approval Flow Dates:** The committee approvals needed for this proposal appear in hierarchical, chronologically required order, however… not all new course proposals require all of these committee approvals. Committee approvals needed by *all* new course proposals appear in boldface type on this form. Questions about other committee approvals should be directed to those committees. If this proposal does not require approval from one of the committees listed here, simply delete that approval date line.

**Section 8: Supplemental Documentation**

* **The appropriate** [**Course Inventory Form**](https://www.wku.edu/ucc/)This form captures exactly the course information as needed by the Office of the Registrar, and must accompany all new course proposal forms submitted for consideration to their College Curriculum Committees.
* If this proposed new course requires the use of library resources such as books, journals, reference materials, audio-visual materials, electronic databases, etc. a completed [**Library Resources Form**](https://www.wku.edu/library/forms.php) must be submitted with proposal when submitted for consideration to the appropriate College Curriculum Committee.

**(Action Item)**

**Proposal to Create a New Course:** *(Insert proposed course prefix, number and title here.)*

**Xxxx College**

**Department/Unit:**

**Section 1: Proponent Contact Information**

**1.1** Name/Title:

**1.2** Email address:

**1.3** Phone #:

**Section 2: Course Catalog Information**

* 1. Course prefix (subject area) and number:
  2. Course title:
  3. Abbreviated course title:
  4. Credit hours/Variable credit:
  5. Repeatability:
  6. Course Catalog Description:
  7. Prerequisite/Corequisite courses:

2.5a) Are any of these proposed prerequisites/corequisites offered by a unit other than the one indicated in this proposed course prefix?

YES NO

2.5b) If not, proceed to item 2.6. If so, has the department head of that unit been consulted?

YES NO

* 1. Additional Enrollment Requirements:
  2. Other Special Course Requirements:

**Section 3: Description of proposed course**

**3.1** Course Content Summary:

**3.2** Learning Outcomes: “Upon successful completion of this course, students should be able to demonstrate…”

**3.3** Assessment/Evaluation:

**Section 4: Rationale**

**4.1** Reason for developing this proposed course:

**4.2** Relationship to similar courses offered by other WKU departments/units:

4.2a) Are there other courses listed in the WKU Undergraduate catalog that present and/or explore content similar to that of this proposed course? If so, please list them here, and complete items 4.2b and 4.2c below. If not, simply indicate so with N/A proceed to item *5:****Projected Enrollments/Resources***

4.2b) Explain how this proposed course is unique in its presentation/exploration of the content it shares with the courses you listed above.

4.2c) Have the units offering these courses been consulted regarding this proposal?

YES NO

**Section 5: Projected Enrollments/Resources**

**5.1 Enrollments:** Students per section?

**5.2 Enrollments:** Sections per academic year?

**5.3 Enrollments:** Students per academic year?

**5.4 Supporting evidence/data for these projection:**

**5.5 Proposed method of staffing:** Will additional staff be required in order to offer this course according to the enrollment projections indicated in item 5.1-3?

YES NO

If YES, what actions are being undertaken to secure the necessary additional personnel? If current staffing is sufficient, explain any adjustments to current staffing patterns/teaching loads –if any- needed to accommodate this new course.

* 1. **Instructional technology resources:** Are the unit’s current instructional technology resources sufficient to support this course?

YES NO

If NO, what additional resources are needed, and what actions are being undertaken to upgrade those resources?

* 1. **Library resources:** Will this proposed course require the use of library resources (books, journals, reference materials, audio-visual materials, electronic databases, etc.)?

YES NO

If YES, is a completed [Library Resources Form](https://www.wku.edu/library/forms.php) appended to this proposal?

YES NO

**Section 6: Proposed term for implementation:**

**Section 7: Approval Flow Dates:**

**Proposing department/unit:**

Collaborating Department/Unit:

**Xxxx College Curriculum Committee:**

Colonnade Committee:

Professional Education Council:

**Undergraduate Curriculum Committee:**

**University Senate:**

**8. Supplemental documentation: (Check if appended, delete if not required.)**

Course Inventory Form (Required) \_\_\_\_

Library Resource Form (If applicable) \_\_\_\_