

Steering Committee Report
Revised New Course Proposal Guidelines Review Document
02/08/18

The attached document is a working review version of the UCC Proposal to Create a New Course Guidelines that reflects four categories of potential revision information:

- Items in **yellow highlighting** indicate information that needs to be included to meet the new CPE course CIP code requirement, and information the Registrar's office needs included, now that the old Course Inventory Forms have been abandoned.
- Items in **green** highlighting indicate information that IS NOT currently required by our UCC New Course Proposal guidelines, but IS required by the Graduate School CourseLeaf online version of the New Course Proposal form.
- Items in **gray shading** indicate information that IS required by our current UCC New Course Proposal guidelines but is NOT also required by the Graduate School CourseLeaf version of the New Course Proposal form.
- Non-highlighted text indicates information shared between our current UCC New Course Proposal guidelines and the Graduate School version of the online CourseLeaf New Course Proposal form.

Please note that this document only reflects a content comparison between our current UCC New Course Proposal guidelines and the Graduate School online CourseLeaf New Course Proposal form, but not an exact formatting (item order) match between the two forms. This link will bring you to the Graduate School's online New Course Proposal form: <https://nextcatalog.wku.edu/courseleaf/courseleaf.cgi>

And finally, please note that while some of the items on the Graduate School online form offer "help" links to clarify what is being asked, our current UCC New Course Proposal guidelines come with far more detailed instructions about how to address each item on the proposal form.

Proposal to Create a New Course: Instructions
Standardized Font: 11 point Verdana

Section 1: Proponent Contact Information

- 1.1 Name/Title:**
- 1.2 Email address:**
- 1.3 Phone #**

Section 2: Course Catalog Information

2.1 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.

2.2 Course CIP code: This is a statistical reference number required by the Kentucky Council for Post-Secondary Education. To determine the appropriate CIP reference for this proposed course, follow this link to the [National Center for Educational Statistics website](#). For further assistance contact the Associate Vice President for Academic Planning and Program Development in the WKU Academic Affairs office.

2.3 Course title: The title of the course as it will appear in the course catalog.

2.4 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.

2.5 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.

2.6 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.

2.7 Course Term: Indicate whether this course is intended to span more than one term.

2.8 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. Do not include any prerequisites, corequisites or any other restrictions here; that information will be required in item 2.9, below.

2.9 Prerequisite/Corequisites/Restrictions: 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.

2.10 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).

2.11 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).

2.12 Grade Type: Indicate whether students will be assigned a standard A-F final grade, a Pass/Fail (P/F) grade, or No Grade (NG)

2.13 Schedule Type: Choose the most appropriate descriptor from this list of options:

Applied Learning	Applied Technique	Clinical	Co-op Education
Ensemble Performance	Independent Study	Internship	Lab
Lecture	Lecture/Lab	Matriculation Maintenance	Practicum
Research	Seminar	Student Teaching	Workshop

2.14 Equivalent Courses: Is this course equivalent to any other courses offered in by the University? If not, enter N/A (not applicable). If so, list those courses here (Prefix/Course Number/Course Title).

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.

3.2 Tentative texts and course materials: List tentative texts and course materials here.

3.3 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.)

3.4 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.

3.5 Student Expectations and Requirements:

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](#) page of the [WKU Colonnade Program Website](#).

4.2 Is this course related to other courses at WKU? (A simple Yes or No response.)

4.3 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.

5.6 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?

5.7 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](#) 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](#) 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: Additional Information:

Section 8: 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 9: Supplemental Documentation (The Graduate School CourseLeaf version of the New Course Proposal form provides the function of being able to upload what it refers to as “Supporting Documentation” but gives no indication of what that documentation might be.)

- The appropriate [Course Inventory Form](#) 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](#) must be submitted with proposal when submitted for consideration to the appropriate College Curriculum Committee.

(Action Item)

Proposal to Create a New Course:

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

2.1 Course prefix (subject area) and number:

2.2 Course CIP code:

2.3 Course title:

2.4 Abbreviated Course title:

2.5 Credit hours/Variable credit:

2.6 Repeatability:

2.7 Course Term: Is this course intended to span more than a single term?

YES_____ NO_____

2.8 Course Catalog Description:

2.9 Prerequisite/Corequisites/Restrictions:

2.10 Additional Enrollment Requirements:

2.11 Other Special Course Requirements:

2.12 Grade Type:

2.13 Schedule Type:

2.14 Equivalent Courses:

Section 3: Description of proposed course

3.1 Course Content Summary:

3.2 Tentative texts and course materials:

3.3 Learning Outcomes:

3.4 Assessment/Evaluation:

3.5 Student Expectations and Requirements:

Section 4: Rationale

4.1 Reason for developing this proposed course:

4.2 Is this course related to other courses at WKU?

Yes ___ No ___

4.3 Relationship to similar courses offered by other university departments/units:

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:

5.6 Instructional technology resources:

5.7 Library resources:

Section 6: Proposed term for implementation:

Section 7: Additional Information:

Section 8: Approval Flow Dates:

Section 9: Supplemental/Supporting Documentation