Colgate University

New Course Proposal Instructions and Forms

(2015-16 version)

To avoid delays, please use the form for the appropriate academic year. Current forms are available on the DOF website under information for current faculty.

Introduction

The development of new courses is essential to maintaining a rich and up-to-date curriculum. The commentary and guidelines provided in this document are intended to assist faculty with this important task.

The Course Review Subcommittee of the Curriculum Committee (hereafter referred as the Curriculum Committee) is comprised of elected faculty representatives from HUMN, NASC, and SOSC, a faculty member representing UNST (selected from faculty elected to the Academic Affairs Board), an Associate Dean of the Faculty, and the Registrar.

The Course Approval Process

A formal course approval process exists to promote care in course development, encourage communication, uphold department/program standards, promote consistency, support university expectations, and avoid excessive curricular overlap. The course approval process should encourage reflection, planning, and discussion, resulting in outstanding additions to the curriculum.

Course proposals are generally reviewed at three levels—each with its own mandate. Department/program review ensures that each new course meets the curricular standards of the department/program, is an appropriate fit within the larger context of department/program offerings, and avoids unnecessary duplication of content covered elsewhere in the department/program. The departmental/program review should flow naturally from conversations that take place during the development of a course, with input from all relevant department/program members. Divisional review informs division directors of the activities and standards of departments/programs while promoting consistency across a division and preventing undue overlap. The review of new courses may alert a division director to aspects of the curriculum worthy of further discussion with departments/programs. Review by the Curriculum Committee ensures that required procedures have been followed and that the course has been carefully vetted. Review by the Curriculum Committee can allow the detection of trends across the university curriculum that might go undetected at the levels of department/program and division review.

To facilitate the course approval process, proposals should be prepared in full accordance with the following guidelines and proposals should be submitted in a timely fashion. To do their due diligence, it is critical that department chairs/program directors, division directors, and the Curriculum Committee are provided with a complete proposal and adequate time. A Proposal must be complete and the cover page must bear all required signatures before the Curriculum Committee can carry out its review. Course proposals submitted less than five weeks prior to course registration may not be approved in time to appear in the course registration booklet.
The steps in course approval are as follows:

1. The instructor prepares a cover sheet (found at the conclusion of this document), and items 1-4 of the proposal instructions.

2. The department chair or program director reviews the course proposal, completes a department/program approval checklist (found after the proposal instructions), and signs the cover sheet. The department chair or program director should ensure that department/program members are aware of the new course, and have been able to provide input as appropriate.

   Cross-listed courses must be reviewed and approved by the chairs/directors of all participating departments/programs. Each chair/director must complete a department/program approval checklist, and sign the cover page. Courses intended for Area of Inquiry credit overseen by a division director other than that of the home department must be reviewed and approved by both division directors.

3. A subset of course proposals (e.g., Core Scientific Perspectives) may undergo additional review by the relevant component. In most cases, this review should take place prior to forwarding the proposal to the Curriculum Committee. However, courses intended to satisfy the Global Engagements (GE) requirement should be identified by checking the appropriate box on the proposal cover page. After review by the Curriculum Committee, a description of the course will be forwarded to the University Professor for GE who will guide the instructor through the GE application process.

4. The division director reviews the proposal and department/program approval checklist(s), provides guidance as needed, and signs the cover sheet.

5. The signed cover sheet, proposal, and department/program approval checklist are sent to the Office of the Associate Dean of the Faculty for review by the Curriculum Committee.

6. The Curriculum Committee meets weekly, as necessary, to consider pending proposals. Once the proposal has been reviewed, the chair of the Curriculum Committee will send an email message outlining the results of the review to the instructor(s), department chair(s) and/or program director(s), and division directors(s), with a copy sent to the Associate Dean of the Faculty and Registrar. The email message may include suggestions from the committee. A hard copy of the course proposal, with all signatures on the cover sheet, will be kept by the Associate Dean of the Faculty.

Additional Comments

New courses with an add-on fractional credit component require a separate proposal for the full-credit course and for the add-on component so that the intellectual rationale and basic structure of each is clear. The two proposals should be submitted at the same time. Proposal of a new add-on component to an existing course only requires a proposal for the new add-on component.

Cross-listed courses appear in the course listings under two or more departments/programs, and they bear the subject code of each approved department/program (e.g., RELG 208/JWST 208,
GEOG 318/SOAN 318). Cross-listing is commonly confused with the more common "counts towards" arrangement. "Counts towards" occurs when a department/program accepts a course from a different department/program in fulfillment of a major or minor requirement. Cross-listed courses must be approved by the chairs/directors of all participating departments/programs, as outlined in step 2 above. "Count towards" arrangements are simply verified to the Registrar by the director/chair, and do not required approval by the Curriculum Committee.

Staffing issues, resource allocation, and overall revision of the curriculum of a department or program are not under the purview of the Curriculum Committee. However, instructors are encouraged to discuss these matters with their chair, division director, and/or an associate dean of the faculty as relevant during the proposal process. **Curriculum Committee approval of a proposed course does not imply that any additional resources needed for the course will be approved and made available by the University.**

Assignment of faculty load credit and permission to deviate from university policies (e.g., omission of a final examination, or a non-standard class meeting schedule) lie outside of the purview of the Curriculum Committee. While faculty load credit and student course credit often mirror one another, this need not always be the case (particularly with fractional credit). Load credit and permission to deviate from university policies are considered by the Associate Dean of the Faculty’s Office.

Courses that have been removed from the catalog can be “moth-balled” by notifying the Registrar of that intention. To be reinstated, a course that has been moth-balled for more than five years must go through the usual course approval process, but otherwise no approval is necessary.

Questions about course approval should be directed to the chair of the Curriculum Committee. The Associate Dean of the Faculty’s Office will be able to provide the name of the present chair. Discussions with the Curriculum Committee chair prior to and during the preparation of a course proposal can be helpful. This is especially true when novel applications of fractional credit are being proposed. Additionally, the chair can provide guidance on matters such as one-time course approval and the fine line between adaptation of an existing course and proposal of a new course.

**Proposal Instructions**

The instructor must provide the following items, assembled in the order listed below.

1. **Catalogue description** (including prerequisites, if any). The description should be limited to 3-6 sentences. Avoid using “I”, “we”, or “you” in the catalogue description.

2. **Intellectual rationale.** A summary (less than one page) of the intellectual motivations underlying the proposed course. Topics to consider may include the scholarly significance of the topic, important approaches/perspectives on the subject, and the fit within the department/program curriculum. This section should address why the course is being proposed, how the course will augment departmental/program offerings, and how the course will enhance the education of Colgate students.
3. **Basic structure of the course.** This section should include a description of the course requirements, methods of evaluation, course policies (e.g., expectations about class participation and/or co-curricular events), and an outline of topics and readings. In addition, an explanation of how the course meets the academic standards of the department/program should be provided. *The inclusion of a syllabus, while not required, can be a helpful addition to a course proposal.*

4. **Additional items for fractional credit courses only.** An add-on fractional credit request must be supported with its own proposal, separate from the proposal for the connecting full-credit course. See Additional Comments on page 2.

   (A) **Commitment required of students.** Contact hours with faculty along with the nature of intellectual engagement required of the students are important criteria for determining the appropriate level of fraction credit. In this section, provide a brief summary of the number and nature of student-faculty contact hours. If non-faculty are involved in student supervision, clearly describe that supervision. Please keep in mind that this information is being used to assign the level of student credit, not the level of faculty load credit. Determination of faculty load credit for fractional credit courses lies with the Associate Dean of the Faculty’s Office. When completing this section, please be mindful of the statement on student commitments in the original fractional-credit guidelines passed by the full faculty:

   > Proposals and syllabi should make clear the time commitment required of students, keeping in mind that the most important factors in determining the appropriate amount of fractional credit are the total time spent and the level of intellectual engagement required by students with and without direct faculty contact. As a general guideline, students should have a minimum of 10 contact hours with faculty for ¼ credit courses, or add-on components, and a minimum of 20 contact hours with faculty for ½ credit courses or add-on components. Proposals should also indicate if supervision will be provided by a professional working closely with the faculty member overseeing the fractional credit course or add-on fractional credit component. For partial credit courses, indicate the frequency and length of meetings.

   (B) **Relationship with the associated full-credit course (add-on components only).** Describe the relationship of the add-on fractional credit course with the associated full-credit course. An add-on fractional credit course must have an intellectual rationale that is complementary to that of the associated course. If the grades in the add-on course are linked to the grades in the associated full-credit course, describe the nature of the linkage (whether, for example, a student would be required to pass the add-on component to receive a passing grade in the connected full-credit class). Add-on courses must have elements that can be assessed separately from the associated course. A separate grade is required for all fractional credit classes.
Department/Program Approval Checklist

This page is to be completed by the department chair or program director. Cross-listed courses should have additional pages completed by the chairs and/or directors of the participating departments/programs. The approval checklist page(s) should be appended to the end of the course proposal.

By checking the following items, the chair/director confirms that each has been considered and found to be appropriate. Additional commentary is not necessary except in cases where (1) checking the item may not fully account for the actual circumstances that the item describes or (2) a course proposal has unusual aspects that require further explanation.

Chair/Director Name ______________________________

_____ 1. The proposed course is an appropriate addition to the curriculum of the department/program.

_____ 2. The proposed course meets department/program academic standards.

_____ 3. The proposed course will not unduly impact the staffing or frequency of offering of existing courses. If the proposed course will impact existing courses, summarize the nature of the impact (e.g., the proposed course will replace an existing course).

_____ 4. The proposed course places no new demands on library resources and has no special technology needs. If the proposed course has any special needs in these areas, please explain.

_____ 5. The proposed course does not overlap with other departmental/program courses in significant ways. If the proposed course will have some overlap with an existing course, please explain the nature of the overlap and whether it would be appropriate for the same student to receive credit for both courses.

_____ 6. *For fractional credit only.* The requested level of student fractional course credit is appropriate. A brief explanation would be helpful in novel instances of fractional credit.
# Proposal for a New Course (2015-16 version)

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<tr>
<th>Course Number:</th>
<th>Course Title:</th>
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<tr>
<td>Instructor(s):</td>
<td>Department/Program:</td>
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<tr>
<td>The proposed course will first be taught in</td>
<td>Fall 20_______ Spring 20_______</td>
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**Intended Area of Inquiry designation:**

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*(if different from the division of the home department)*

Is the course intended for Global Engagements credit? (See instructions, page 2.)

| Yes ☐ | No ☐ |

Is this course intended for cross-listing (i.e., will the course receive a second number and designation within another department/program)?

| Yes ☐ | No ☐ |

If “yes,” complete the remaining items in this box: what department/program?

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<th>Signature of Chair/Director of second dept./program:</th>
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The proposed course is a one-time offering?

| Yes ☐ | No ☐ |

The proposed course is for:

- Full-Credit ☐
- ½ Credit ☐
- ¼ Credit ☐

If a fractional-credit course, it is:

- Stand-alone ☐
- Add-on ☐

If the proposed course is an add-on course, to what full-credit course is it connected?

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If applicable, the proposed add-on course is:

- Optional ☐
- Required ☐

The department/program has reviewed this proposal. We find that the intellectual rationale of the course and its basic structure meet our department’s/program’s academic standards, given the level at which it will be taught and the credit awarded. The course does not overlap significantly with other department/program courses.

**Dept. Chair/Program Director**

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I have reviewed this proposal and approval checklist. I approve the intellectual rationale of the course. The course does not appear to overlap significantly with other courses at Colgate. I have discussed any staffing and resource implications. If the course is part of an overall revision of curriculum of the department or program, I have discussed that revision with the department or program.

**Division Director**

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The Curriculum Committee has reviewed this proposal and finds that it conforms to the “New Course Proposal Guidelines. We find that its intellectual rationale is sound, its standards appropriate, and that it does not significantly overlap with other Colgate courses. The chair’s signature indicates the course has been approved by the Curriculum Committee.

**Curriculum Committee**

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