EASTERN CONNECTICUT STATE UNIVERSITY
CURRICULUM COMMITTEE FORM
MODIFICATION OF AN EXISTING COURSE

Instructions:

1. In addition to this completed form, a **course modification** proposal requires:

   A. A syllabus that includes:

   - The course number and title
   - The catalog course description (as proposed on this form)
   - Course goals and/or learning objectives (Note: LAC Disciplinary Perspective courses must also include at least 2 LAC learning outcomes and at least 1 high impact teaching practice. List all assignments that address learning outcomes and high impact teaching practices from Step 5 of the LAC Course Planning Tool. Disciplinary perspective courses are listed by their primary LAC learning outcome, but must address at least 2 LAC learning outcomes.)
   - Methods of assessment & evaluation (including how they comprise the student's final course grade [percentages or point values])
   - Course bibliography, reading list, and/or other required materials
   - Course outline/calendar illustrating the material/concepts to be covered and their tentative distribution over the term of the course

   B. Official approval <u>emails</u> from the following, if necessary: Chair of department with overlapping course, Writing Program Director, LAPC Chair, LAW Committee Chair.

   Note: For proposed changes requiring Program Modifications, a separate Program Modification proposal should also be submitted such as an LAC only course.

2. Upon completion, save the form and all supporting documents as a **single PDF file** and send it to the Department Chair and the Academic Dean for their e-signatures. If the course contributes to the an additional program, i.e. departmental program, writing program, or LAC, send it to the respective program coordinator prior to submission to Curriculum. <u>Please do not request e-signatures from the Curriculum Committee chair</u>, however, you may cc: them.

   Please name the file according to the following guidelines:

   Course Abbreviation (in all caps) → Course Number → Date → Form Name   For Example: **BIO100_2022_CourseMod.pdf**

3. Forward the signed proposals and supporting documents to Julie McGowan (mcgowanju@easternct.edu) in the Biology Department for review by the Curriculum Committee. Please do not forward any proposals to Julie until they have been signed by all parties.

   Due to the large number of proposals and paperwork received by the committee, paperwork that is not complete, organized, formatted correctly, or labeled clearly will be returned to the departments for resubmission. **Any questions regarding paperwork prior to submission should be addressed to the Curriculum Committee Chair. Any questions regarding courses that contribute to other programs should be addressed to the program coordinator.**

   Resubmitting Revised Forms

   Proposals that are returned to the department for revisions or additions requested by the Curriculum Committee will be sent via email. When indicated by the committee, substantive revisions should be initialed by the dean and relevant committee chairs. When revisions/additions are completed, forms and documentation should be resubmitted to Julie McGowan as a single PDF.

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MODIFICATION OF AN EXISTING COURSE

Course Prefix / Number: _____   **Course Name:** _____   **Proposing Department:** _____

Chair or Director Name: _____   **Chair or Director email:** _____ **@easternct.edu**

Proposed Effective Semester:

Must be approved at least 1 semester prior to effective date   **SEMESTER:** _____   **YEAR:** _____

COLUMN A	COLUMN B	COLUMN C
Proposed Change	*Existing Course Information*	*Proposed Modifications*
☐ Change course prefix and/or number	Existing course prefix and number: Prefix: _____ Number: _____	Proposed course prefix and number: Prefix: _____ Number: _____
☐ Change eWeb course title	Existing eWeb course title:	Proposed eWeb course title: *(max 30 characters including spaces)*
☐ Change catalog course title	Existing catalog course title:	Proposed catalog course title: *(max 60 characters including spaces)*
☐ Change course description	Existing course description:	Proposed course description: *(provide a clear course description for students; suggested 25 word minimum):*
Cross-listing: ☐ ADD cross-listing ☐ CHANGE cross-listing ☐ DELETE cross-listing	*Existing cross-listing:* Prefix: _____ Number: _____ OR ☐ Not applicable	*Proposed cross-listing:* ☐ Cross-listed with a NEW course **REQUIRES separate New Course Proposal Form** Prefix: _____ Number: _____ ☐ Cross-listed with an EXISTING course **REQUIRES separate Course Modification Form** Prefix: _____ Number: _____

Proposed Change	Existing Course Information	Proposed Modifications
☐ Change major/minor/elective designation	*Existing major/minor/elective designation:* ☐ MAJOR requirement or MAJOR elective ☐ MINOR requirement or MINOR elective ☐ General elective *(only counts toward credits needed to graduate, not toward major/minor)* ☐ Not applicable	*Proposed major/minor/elective designation:* ☐ MAJOR requirement or MAJOR elective **REQUIRES Program Modification** ☐ MINOR requirement or MINOR elective **REQUIRES Program Modification** ☐ General elective *(only counts toward credits needed to graduate, not toward major/minor)* **Program Modification required if course is currently a major or minor requirement or elective**

☐ Change course repeatability *(for special topic/field experience/internship courses only)*	*Existing course repeatability:*
	☐ Course is NOT repeatable
	☐ Course is repeatable--with different topics or learning experience & can count for major/minor
	   ☐ up to _____ times
	   ☐ up to _____ times
		Proposed course repeatability:
		☐ Course is NOT repeatable
		☐ Course is repeatable--with different topics or learning experience & can count for major/minor
		   ☐ up to _____ times
		   ☐ up to _____ times

☐ Change student credits	Existing student credits: _____	Proposed student credits: _____ *(an Addendum for Proposed Courses Exceeding Three Credits is **REQUIRED** for courses of more than 3 credits)*
☐ Change faculty load credits (FLCs)	Existing FLCs: _____	Proposed FLCs: _____
Course prerequisite/s: ☐ ADD course prerequisite ☐ CHANGE course prerequisite ☐ DELETE course prerequisite	Existing course prerequisite/s: ☐ None	Proposed course prerequisite/s: *(Must include any LAC or Writing Program prerequisites prescribed by inclusion in those programs)* **Add/change to:**
Course co-requisite/s: ☐ ADD course co-requisite ☐ CHANGE course co-requisite ☐ DELETE course co-requisite	Exisiting course co-requisite/s: ☐ None	Proposed course co-requisite/s: *(Must include any LAC or Writing Program co-requisites prescribed by inclusion in those programs)* **Add/change to:**

Proposed Change	Existing Course Information	Proposed Modifications
Permissions/s required: ☐ ADD permission required ☐ CHANGE permission required ☐ DELETE permission required	Existing permission/s required (check all that apply): ☐ Instructor ☐ Chair ☐ Dean ☐ None	Proposed permission/s required (check all that apply) ☐ Instructor ☐ Chair ☐ Dean ☐ Delete existing permission required
☐ Change enrollment limit	Existing enrollment limit: _____	Proposed enrollment limit: _____
Liberal Arts Core (LAC) course designation: **REQUIRES LAPC Chair's approval** ☐ ADD LAC designation ☐ CHANGE LAC designation ☐ DELETE LAC designation	Existing Liberal Arts Core (LAC) course designation: ☐ LAC Tier _____ Category _____ ☐ None	Proposed Liberal Arts Core (LAC) course designation: ☐ Add/change to: Discipline Category: Primary Learning Outcome: HITP:_____ _____
University Writing Program designation: **REQUIRES Program Modification & the Writing Program Director's approval** ☐ ADD writing designation ☐ CHANGE writing designation ☐ DELETE writing designation	Existing writing designation: ☐ STAGE 2 Writing *Enhanced* ☐ STAGE 2 Writing *Intensive* ☐ STAGE 3 Writing *Intensive in the Major* ☐ None	Proposed writing designation: Add/Change to: ☐ STAGE 2 Writing *Enhanced* ☐ STAGE 2 Writing *Intensive* ☐ STAGE 3 Writing *Intensive in the Major* ☐ Delete existing writing designation
Liberal Arts Work (LAW) designation: **REQUIRES the LAW Committee Chair's approval**	☐ ADD LAW designation	☐ DELETE LAW designation
☐ Change online course designation/s	Existing course delivery format/s: ☐ On-ground ☐ Online ☐ Hybrid	Proposed course delivery format/s: ☐ On-ground **↓These REQUIRE an Online Course Approval form:** ☐ Online ☐ Hybrid
☐ Other	Describe current:	Describe proposed:

Special resources needed for the modified course (such as unusual equipment or maintenance costs, special software, library resources, etc):

Special classroom facilities needed for the modified course (such as computer lab, science lab, art studio or seminar room):

Provide a clear RATIONALE for each proposed modification or if for LAC list: all learning outcomes and high impact teaching practices associated with course.

rev. 10/17/2022

Course Prefix / Number: _____   **Course Name:** _____   **Proposing Department:** _____

Department Chair:

Name: _____   Signature: _____   Date: _____

Faculty - if LAC Disciplinary Perspectives. This signature signifies that I hereby agree to provide the LAC with artifacts for each student.

Name: _____   Signature: _____

Chair of Department w/an overlapping course: (If the content of the modified course significantly overlaps that of a course or courses offered by another department):

Name: _____   Signature: _____   Date: _____

Academic Dean:

Name: _____   Signature: _____   Date: _____

Writing Program Director (University Writing Program designations only):

Name: _____   Approval from Writing Program Director should be sent via email with the proposal/s attached

LAPC Chair (LAC courses only):

Name: _____   Approval from LAPC Chair should be sent via email with the proposal/s attached

Curriculum Committee Chair: Do not request e-signature from Chair. Signature to follow Curriculum Committee review

Name: _____   Signature: _____   Date: _____

Senate President:

Name: _____   Signature: _____   Date: _____

FOR REGISTRAR'S USE ONLY:				
Date Processed:		Signature:		CIP Code: