

EASTERN CONNECTICUT STATE UNIVERSITY
CURRICULUM COMMITTEE FORM
NEW COURSE PROPOSAL

Instructions:

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

A. A complete draft 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 and 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 emails from the following, if necessary: Chair of Department with overlapping course; Writing Program Director; LACPC Chair.

Note: All New Course proposals should be submitted along with a separate Program Modification proposal, unless the new course will not contribute to a major or minor 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. Please do not request e-signatures from the Curriculum Committee chair, 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_NewCourse.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.**

4. **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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NEW COURSE PROPOSAL

Course Prefix: _____		Course Number: _____		Proposing Department: _____	
Chair or Director Name: _____		Chair or Director email: _____@easternct.edu			
Effective Semester: _____		SEMESTER: _____		YEAR: _____ <i>Must be approved at least 1 semester prior to effective date</i>	
CATALOG course title (max 60 characters including spaces): _____			E-WEB course title (max 30 characters including spaces): _____		
Cross-listing: ☐ with existing course:		Prefix: _____		Number: _____	
☐ with new course:		Prefix: _____		Number: _____	
				REQUIRES Modification of an Existing Course form	
				REQUIRES separate New Course Proposal form	
Hours and credits:		Lecture hours/semester: _____		Lab hours/semester: _____	
		Student credits: _____		Total semester hours: _____	
		Faculty load credits (FLCs): _____			
Enrollment cap: _____		Standard grading procedure: ☐ Letter ☐ CR/NC			
Prerequisites: _____		Co-requisites: _____			
Permissions required (check all that apply):		☐ Instructor ☐ Chair ☐ Dean			
Mode of instruction (check all that apply):		☐ Lecture ☐ Seminar ☐ Laboratory ☐ Studio			
		☐ Independent Study ☐ Internship ☐ Field Experience			
		☐ Online ☐ Hybrid ☐ Other: _____			
		← These courses REQUIRE an Online Course Approval form			
Major/Minor/Elective Designation:		New Liberal Arts Core Designation:			
☐ MAJOR requirement or elective (REQUIRES Program Modification)		Primary Learning Outcome: _____			
☐ MINOR requirement or elective (REQUIRES Program Modification)		Liberal Arts Discipline: Arts & Humanities Social Sciences STEM			
☐ GENERAL ELECTIVE (Does not count toward any major or minor, only toward credits needed for graduation)					
Repeatability (for special topic/field experience/internship courses only):					
☐ Course is repeatable with different topics and can count for major/minor:					
☐ up to _____ times		☐ up to _____ credits		☐ course is NOT repeatable	
University Writing Program designation (REQUIRES Program Modification AND approval of Writing Program Director)					
☐ STAGE 2 Writing <i>enhanced</i>		☐ STAGE 2 writing <i>intensive</i>		☐ STAGE 3 writing <i>intensive in the major</i>	
Other course designations:		☐ OLD LAC - Specify Tier/Category		REQUIRES LAPC Chair approval	

Catalog course description (please provide a clear description of the course for students as it appears on the syllabus; suggested 25 word minimum):

Rationale for the new course in terms of student, programmatic, or university needs and if for Disciplinary Perspectives list: all learning outcomes and high impact teaching practices associated with course.

Minimal instructor qualifications:

Degree required: _____

Special expertise or experience required (if course is proposed for online instruction, include qualifications to teach online):

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

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

Course Prefix: _____ Course Number: _____ Proposing Department: _____

SIGNATURES:

Department Chair:

Name: _____ Signature: _____ Date: _____

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

Name: _____ Signature: _____

Chair of Department w/overlapping course:(If the content of the modified course 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:	
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