

EASTERN CONNECTICUT STATE UNIVERSITY
LIBERAL ARTS PROGRAM COMMITTEE FORM
NEW SEMINAR COURSE PROPOSAL

Instructions:

1. In addition to this completed form, a **new seminar 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 seminars must include a course description, at least 2 learning outcomes, at least 2 high impact teaching practice and all assignments using the learning outcomes and high impact teaching practices, that corresponds to the downloadable LAC training guide.)
 - 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

Note: All New LAC Seminar Course proposals should be submitted along with a detailed syllabus which conforms to the instructions from the LAC Course Planning Tool.
2. Upon completion, save the form and all supporting documents as a **single PDF file** and send it to the Department Chair for their e-signatures. Please name the file according to the following guidelines:
Course Abbreviation (in all caps) → Course Number → Date → Your last name and subject For Example: **LAC100_2022_Clifford_Econ.pdf**
3. Forward the signed proposals and supporting documents to LACseminars@easternct.edu for review by the LAPC Committee. Please do not forward any proposals 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 LAP Coordinator.
Resubmitting Revised Forms: Proposals that are returned to the department for revisions or additions requested by the LAPC 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 LACseminars@easternct.edu as a single PDF.

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Faculty Member Teaching Course: _____	Faculty Member Dept: _____	Status: _____	FT	PT		
Seminar Title: _____	Seminar for LAC: _____	100	101	200	400	If lab included, what percent of class is lab? _____

LAC Seminar description (please provide a clear description of the course for students as it appears on the syllabus and includes your interdisciplinary approach):

List the learning outcomes from your syllabus in the seminar (must be at least 2):

Briefly describe how the 2 (or more) high impact teaching practices on your syllabus are embedded in the course:

How do the sample assignments on the syllabus support all of the high impact practices and learning outcomes you listed above?

Which of the above assignments will generate an artifact which you commit to submitting at the end of the semester to evaluate the LAC and which learning outcome is the primary one associated with this assignment? (Remember assessing the LAC does not create evaluations of specific faulty or seminars, just specific learning outcomes):

SIGNATURES:

Department Chair:

Name: _____ Signature: _____ Date: _____

LAPC Chair:

Name: _____ Signature: _____ Date: _____