**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**

* 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. **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](https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55). For further assistance contact the Associate Vice President for Academic Planning and Program Development in the WKU Academic Affairs office.
  3. **Course title:** The title of the course as it will appear in the course catalog.
  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.
  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.
  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.
  7. **Course Term:** Indicate whether this course is intended to span more than one term.
  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.
  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.
  1. **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. **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).
  3. **Grade Type:** Indicate whether students will be assigned a standard A-F final grade, a Pass/Fail (P/F) grade, or No Grade (NG)
  4. **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 |

**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.

* 1. **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.)
  2. **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.

**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](https://www.wku.edu/colonnade/facultyresources.php) **page of the** [WKU Colonnade Program Website.](https://www.wku.edu/colonnade/index.php)

**4.2 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? Are any of the proposed pre/co-requisites for this course offered by another university department/unit? If so, those departments/units must be consulted; list those consultation dates and personnel here. Failure to complete these consultations in a timely way could result in this proposal being tabled until they are completed, so if there is any uncertainty about whether or not a proposed revision could be seen as involving or impacting another department/unit, the efficient, collegial thing to do is to contact the head of that departments/unit to initiate these consultations prior to submitting this proposal to any curriculum committee as an agenda item.

**Section 5: Projected Enrollments/Resources**

**5.1 How many students per section are expected to enroll in this proposed course?**

* 1. **How many sections of this course per academic year will be offered?**
  2. **How many students per academic year are expected to enroll?**
  3. **How were these projections calculated? Explain any supporting evidence/data you have for arriving at these projections:**
  4. **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. **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?
  6. **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 [Library Resources Form](https://www.wku.edu/library/forms.php) must be submitted to the appropriate collection development librarian at least three working days prior to the college curriculum committee meeting at which this 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: Supplemental Documentation (Optional): If needed, append any supplemental documentation here.**

**(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**

* 1. **Course prefix (subject area) and number:**
  2. **Course CIP code:**
  3. **Course title:**
  4. **Abbreviated Course title:**
  5. **Credit hours/Variable credit:**
  6. **Repeatability:**
  7. **Course Term: Is this course intended to span more than a single term?**

YES NO

* 1. **Course Catalog Description:**
  2. **Prerequisite/Corequisites/Restrictions:**
  3. **Additional Enrollment Requirements:**
  4. **Other Special Course Requirements:**
  5. **Grade Type:**
  6. **Schedule Type:**

**Section 3: Description of proposed course**

* 1. **Course Content Summary:**

* 1. **Learning Outcomes:**
  2. **Assessment/Evaluation:**

**Section 4: Rationale**

**4.1 Reason for developing this proposed course**:

**4.2 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? YES NO
* Are any of the proposed pre/co-requisites for this course offered by another university department/unit? YES NO
* If the answer to both questions is NO, simply proceed to item 5.
* If the answer to either of those questions is YES, indicate here who in the affected departments/units was consulted, and the dates of those consultations:

**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.**

* 1. **Proposed method of staffing:**
  2. **Instructional technology resources:**
  3. **Library resources:** Will this proposed course require the use of library resources (books, journals, reference materials, audio-visual materials, electronic databases, etc.)? YES NO

If YES, was a [Library Resources Form](https://www.wku.edu/library/forms.php) submitted to the appropriate collection development librarian prior to consideration at the college curriculum level?

**Section 6: Proposed term for implementation:**

**Section 7: Supplemental/Supporting Documentation**:

Section 8: Dates of prior committee approvals:

Proposing department/unit:

XXXX College Curriculum Committee:

Professional Education Council (if applicable):

Colonnade Committee (if applicable):

Undergraduate Curriculum Committee:

University Senate: