

# WINONA STATE UNIVERSITY

## PROPOSALS FOR NEW COURSES

### DIRECTIONS FOR THE DEPARTMENT

This form, ***Proposal for New Courses***, is to be used to submit course proposals for any new undergraduate or graduate course. Read the directions below for information on providing course descriptions and impact of approval on other departments. The department must include a ***Financial and Staffing Data Sheet*** and an ***Approval Form*** with this proposal. Copies of each of these forms are attached. Refer to Regulation 3-4, ***Policy for Changing the Curriculum***, for complete information on submitting proposals for curricular changes.

Provide the following information when submitting a new course proposal.

- A. Provide a description of the course. This description must include the following information.
1. Description of the course as it will appear in the WSU catalog.
  2. Syllabus or course outline of the major topics, themes, subtopics, etc., to be covered in the course. This outline should be, at a minimum, a two-level outline, i.e., consisting of topics and subtopics.
  3. Indicate the instructional delivery methods and course media codes used.
  4. Course requirements (papers, lab work, projects, etc.) and means of evaluation.
  5. List of course materials. This list may include textbooks, articles, monographs, software, etc.
  6. Bibliography, including author, title, date, for a reasonable number of scholarly materials such as articles and books.

The above course description does not preclude future revisions of course content, texts used, methods of instruction and forms of evaluation.

- B. Provide a rationale for the new course. The rationale should include the following item.
1. Statement of the major focus and objectives of the course.
  2. Statement specifying how this course will contribute to the departmental curriculum.
  3. Courses which may be dropped, if any, if this course is implemented.
- C. Provide a statement of the impact of this course on other departments, programs, majors, and minors.
1. Clearly state the impact of this course on courses taught in other departments. Does this course duplicate the content of any other course? Is there an effect on prerequisites?
  2. Would approval of this course change the total number of credits required by any major or minor of any department? If so, the department must indicate which departments are affected and explain carefully the effects of the course.
  3. If this course has an impact on the major or minor of any other department or any program, it is the responsibility of the department submitting the course proposal to send written notification to the department(s) or program(s) affected. State clearly which other programs are affected by this proposal and whether the other departments have been notified and/or consulted.
- D. If this course is also being submitted for inclusion in the University Studies Program, the form ***Proposal for University Studies Course*** and appropriate approval form must also be completed and submitted according to the instructions on that form.

Note: If any of the requested information is missing, the proposal will not be reviewed by the A2C2 Course and Program Proposal Subcommittee or the Graduate Council but will instead be returned to the department.

# WINONA STATE UNIVERSITY

## PROPOSAL FOR NEW COURSES

Department \_\_\_\_\_

Date \_\_\_\_\_

Refer to Regulation 3-4, ***Policy for Changing the Curriculum***, for complete information on submitting proposals for curricular changes.

Course No. \_\_\_\_\_ Course Title \_\_\_\_\_ Credits \_\_\_\_\_

This proposal is for a(n) \_\_\_\_\_ Undergraduate Course \_\_\_\_\_ Graduate Course

Applies to: \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_ University Studies\* \_\_\_\_\_ Not for USP  
                               \_\_\_\_\_ Required \_\_\_\_\_ Required  
                               \_\_\_\_\_ Elective \_\_\_\_\_ Elective

Prerequisites \_\_\_\_\_

Grading method \_\_\_\_\_ Grade only \_\_\_\_\_ P/NC only \_\_\_\_\_ Grade and P/NC Option

Frequency of offering \_\_\_\_\_

\*For University Studies Program course approval, the form ***Proposal for University Studies Courses*** must also be completed and submitted according to the instructions on that form.

Provide the following information:

### A. Course Description

1. Catalog description.
2. Course outline of the major topics and subtopics (minimum of two-level outline).
- 3.a Instructional delivery methods utilized: (Please check all that apply).

|                          |                  |              |              |                      |
|--------------------------|------------------|--------------|--------------|----------------------|
| Lecture: Auditorium      | ITV              | Online       | Web Enhanced | Web Supplemented     |
| Lecture: Classroom       | Service Learning | Travel Study | Laboratory   | Internship/Practicum |
| Other: (Please indicate) |                  |              |              |                      |

### 3.b. MnSCU Course media codes: (Please check all that apply).

|              |                 |                      |                      |
|--------------|-----------------|----------------------|----------------------|
| None:        | 3. Internet     | 6. Independent Study | 9. Web Enhanced      |
| 1. Satellite | 4. ITV Sending  | 7. Taped             | 10. Web Supplemented |
| 2. CD Rom    | 5. Broadcast TV | 8. ITV Receiving     |                      |

4. Course requirements (papers, lab work, projects, etc.) and means of evaluation.
5. Course materials (textbook(s), articles, etc.).
6. Assessment of Outcomes
7. List of references.

### B. Rationale

1. Statement of the major focus and objectives of the course.
2. Specify how this new course contributes to the departmental curriculum.
3. Indicate any course(s) which may be dropped if this course is approved.

### C. Impact of this Course on other Departments, Programs, Majors, or Minors

1. Does this course increase or decrease the total credits required by a major or minor of any other department? If so, which department(s)?
2. Attach letter(s) of understanding from impacted department(s).

Definitions:

01-Satellite:

02- CD Rom:

03- Internet: Predominately = where all, or nearly all, course activity occurs in an online environment. One to two activities may occur face-to-face in a classroom, with the maximum being two activities.

04 – ITV Sending: a course in which students are in the classroom with the instructor, other students join via interactive television technology from other geographically separate locations

05 – Broadcast TV:

06 – Independent Study: a course in which the teacher develops specialized curriculum for the student(s) based on department guidelines in the University course catalog

07 – Taped: a course in which the teacher records the lessons for playback at a later date

08 – ITV Receiving: a course in which students are not in the classroom with the teacher, other students join via interactive television technology from other geographically separate locations

09 – Web Enhanced- Limited Seat Time: For a course in which students are geographically separate from the teacher and other students for a majority of required activities. However, some on-site attendance is required. The course includes synchronous and/or asynchronous instruction.

10 – Web Supplemented- No Reduced Seat Time: For a course utilizing the web for instructional activities. Use of this code may assist your college/university in tracking courses for “smart classrooms” and/or facility usage.

Attach a ***Financial and Staffing Data Sheet***.

Attach an ***Approval Form*** with appropriate signatures.

Department Contact Person for this Proposal:

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Name (please print)

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Phone

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e-mail address

[Revised 7/5/07]