

# WINONA STATE UNIVERSITY

## PROPOSAL FOR UNIVERSITY STUDIES COURSES

### DIRECTIONS FOR THE DEPARTMENT

This form, *Proposal for University Studies Courses*, is to be used to submit course proposals for inclusion in the University Studies Program. Read the directions below for information on providing course descriptions. The department must include the *University Studies Approval Form* with this proposal. Copies of each of these forms are attached. Refer to Regulation 3-4, *Policy for Changing the Curriculum* and the *University Studies Program and Policies Document* for complete information on submitting University Studies courses.

The following points are contained in the *University Studies Program and Policies Document* (Section IV. Course Approval Process).

Material to be submitted for course approval for Course Requirements:

1. Course proposals must address all specified outcomes.
2. The course proposal must include documentation of Course Requirements and learning activities designed to meet the course outcomes specified for the area.
3. The course proposal must include a course description (e.g., a syllabus or course outline for distribution to students) that clearly identifies (to the student) the course as a University Studies Course.
4. The course description (e.g., a syllabus or course outline for distribution to students) should also include information directed to the student that clearly identifies course activities and assignments that address the course outcomes.
5. Sequences of courses may be submitted to satisfy area requirements. In this case the requested material or documentation in items 1-4 must be submitted for all of the courses in the sequence.
6. The USS may request other material (e.g., textbooks) for review in evaluation course proposal.
7. The USS may request additional information for re-approval.

Material to be submitted for course review of Flagged Courses:

1. The USS recognizes that decisions as to which courses meet department flag requirements reside with the department offering the courses. Nevertheless, departments are required to demonstrate how flagged courses address the relevant outcomes for each flag.
2. Departments should submit course descriptions for flagged courses to the USS and the syllabus should clearly identify the course as a course that satisfies a flag requirement within the University Program.
3. The course descriptions for flagged courses should include information directed to the students which clearly identifies activities and assignments that address the outcomes.
4. The USS has the right to comment on department plans for flagged courses and to offer suggestions.
5. No flagged course will satisfy University Studies Course Requirements in the University Studies Program.

If the proposed course is a new course, it must be submitted for approval as a new course (see above) before submission as a University Studies course.

**WINONA STATE UNIVERSITY**  
**PROPOSAL FOR UNIVERSITY STUDIES COURSES**

Department \_\_\_\_\_

Date \_\_\_\_\_

Course No. _____	Course Name _____	Credits _____
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This proposal is for a(n) \_\_\_\_\_ Undergraduate Course

Applies to: _____ Major	_____ Minor	
_____ Required	_____ Required	
_____ Elective	_____ Elective	

University Studies (A course may be approved to satisfy only one set of outcomes.):

Course Requirements:

Basic Skills:

- \_\_\_\_\_ 1. College Reading and Writing
- \_\_\_\_\_ 2. Oral Communication
- \_\_\_\_\_ 3. Mathematics
- \_\_\_\_\_ 4. Physical Development & Wellness

Arts & Science Core:

- \_\_\_\_\_ 1. Humanities
- \_\_\_\_\_ 2. Natural Science
- \_\_\_\_\_ 3. Social Science
- \_\_\_\_\_ 4. Fine & Performing Arts

Unity and Diversity:

- \_\_\_\_\_ 1. Critical Analysis
- \_\_\_\_\_ 2. Science and Social Policy
- \_\_\_\_\_ 3. a. Global Perspectives
- \_\_\_\_\_ b. Multicultural Perspectives
- \_\_\_\_\_ 4. a. Contemporary Citizenship
- \_\_\_\_\_ b. Democratic Institutions

Flagged Courses:

- \_\_\_\_\_ 1. Writing
- \_\_\_\_\_ 2. Oral Communication
- \_\_\_\_\_ 3. a. Mathematics/Statistics
- \_\_\_\_\_ b. Critical Analysis

Prerequisites \_\_\_\_\_

Provide the following information (attach materials to this proposal):

Please see "Directions for the Department" on previous page for material to be submitted.

Attach a ***University Studies Approval Form***.

Department Contact Person for this Proposal:

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
e-mail address