WINONA STATE UNIVERSITY

PROPOSAL FOR A NEW COURSE

This form is to be used to submit a proposal for a new undergraduate or graduate course. Every item on this form must be completed prior to submission to A2C2. The department proposing a new course must include a ***Financial and Staffing Data Sheet*** and a ***New and Revised Course and Program Approval Form*** with the department chairperson’s and Dean’s signatures. Refer to Regulation 3-4, ***Policy for Changing the Curriculum***, for complete information on submitting proposals for curricular changes.

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

Course No. Course Title Credits\*

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

Is this course for USP? \_\_\_\_Yes\*\* \_\_\_\_ No Is this course for GEP? \_\_\_\_Yes\*\* \_\_\_\_ No

List all Major Codes to which this proposal applies as a required course:

List all Major Codes to which this proposal applies as an elective course:

List all Minor Codes to which this proposal applies as a required course:

List all Minor Codes to which this proposal applies as an elective course:

Prerequisites \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

What semester do you anticipate that will this course be offered for the first time? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: The approval process for a new course typically takes at least four to six weeks

\* If this course will change the number of credits for any major or minor, the form ***Proposal for a Revised Program*** must also be submitted and approved according to the instructions on that form.

\*\*For General Education Program (GEP) or University Studies (USP) course approval, the form ***Proposal for General Education Courses*** or ***Proposal for University Studies Courses*** must also be completed and submitted according to the instructions on that form.

**Please provide all of the following information:**

(Note: a syllabus or other documentation may not substitute for this)

**A. Course Description**

1. Description of the course as it will appear in the WSU catalog, including the credit hours, any prerequisites, and the grading method.

 If the course can be repeated, indicate the maximum number of credit hours for which this can be done.

2. 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. This information will be submitted to MnSCU by the WSU Registrar’s office.

3.a Instructional delivery methods utilized: (Please check all that apply).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Auditorium/Classroom:  | ITV | Online | Web Enhanced | Web Supplemented |
| Laboratory: | Service Learning | Travel Study | 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. List the student learning outcomes for this course and how each outcome will be assessed.

**B. Rationale**

Provide a rationale for the new course. The rationale should include the following items.

1. A statement of the major focus of the course.

2. A statement of how this course will contribute to the departmental curriculum.

3. A statement of why this course is to be offered at this level (i.e. 100-, 200-, 300-, 400-, or 500-level)

4. Identification of any courses which may be dropped, if any, if this course is implemented.

**C. Impact of This Course on Other Departments, Programs, Majors, and Minors**

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 any effect on prerequisites for this or any other courses?

2. Would approval of this course change the total number of credits required by any major or minor of any department? If so, explain the effects which this course would have.

3. If this course has an impact on the major or minor of any other department or 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. Attach letter(s) of understanding from impacted department(s).

**D. Attach to This Proposal a Completed**

 1. ***Financial and Staffing Data Sheet***

 2. ***New and Revised Course and Program Approval Form***

**E. Department Contact Person for this Proposal:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (please print) Phone e-mail address

**F. Review by Department A2C2 Representative**

I have reviewed this proposal and certify that it is complete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of A2C2 representative

Definitions for codes in 3a and 3b:
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.