

General Guidelines

1. If a department is submitting several course proposals, please submit them to the Curriculum Committee at the same time.
2. Regular course reviews, involving both faculty and students, should be conducted by the department. Such a review should serve as a basis for the responses given in Section K below.
3. Each proposal, whether for a new course or changes in an existing course, is to be submitted according to the format provided in this document. Every effort should be made to provide all information requested in each of the sections.
4. Please provide entries for each item. If the item is not applicable, simply indicate that this item does not apply to the proposed course.
5. **ALL COURSE PROPOSALS MUST BE SUBMITTED BY OCTOBER 1 TO ENSURE THAT THEY ARE CONSIDERED IN TIME FOR THE SUBSEQUENT ACADEMIC YEAR.**
6. Please submit the completed form electronically (preferably as a pdf attachment) to curriculum@hope.edu.
7. Academic Affairs Board action (December, 1986) requires that the information contained within sections A-F be distributed to the full-time faculty of the college 3 weeks in advance of submission to the Curriculum Committee. In the case of 295/495 courses, though no Curriculum Committee approval is required, the information must still be circulated.

Course Proposal Department: _____

Submission Date: _____

A. Course Title:

Full Title for Catalog _____

Records & Class Schedule Title
30 Characters Max) _____Course Number
(Assigned by Registrar): _____

This course is:

- A new course.
- A change in a current course. Current course number: _____
- A replacement for another course. Course being dropped: _____
- A deletion of a course. Deleted course number: _____

B. Course Approvals:_____
Signature of Author of Proposal_____
Date_____
Signature of Department Chairperson_____
Date_____
Signature of Divisional Dean_____
Date_____
Signature of Instructor(s) of the Course_____
Date

Note: The signature of the Divisional Dean certifies that all aspects of this curricular change have been discussed and approved. Faculty/staff contact hours (Section D) and Financial Impact (Section I) must be specifically approved by initialing.

Signature of Director of Libraries_____
Date_____
Signature of Computer Services_____
Date_____
Signature of Registrar_____
Date**C. Credit Hours for the Course:** _____**D. Suggested Contact Hours for the Course:** _____

Divisional Dean Approval (Please Initial): _____

E. Prerequisites (If So, Please List):**F. Semester/Session/Years When the Course will be Offered (Fall, Spring, Summer, Alternate Years, etc):****G. Course Description for the Catalog:****H. General Outline of the Course:**

Submit an outline for the course detailing topics to be covered. Also describe how students will make use of the library in this course. If changes are being proposed in an existing course, please submit old and new outlines. *(If more convenient, please attach material at the end of this document.)*

I. Financial Impact of the Course:

Provide financial information pertaining to such items as staff additions, staff time, facilities, equipment and material. *Note: The financial implications of this curricular change should be discussed with your Divisional Dean well in advance of submitting this proposal. The Divisional Dean's signature on this proposal (Item B) and initials below certify that all financial implications of this proposal have been discussed and approved.*

Divisional Dean Approval (Please Initial): _____

J: Impact on Other Departments/Programs:

What is the effect of the proposed course on the resources (personnel, equipment, facilities, etc.) of other departments? A statement from the individuals/departments/programs to be affected must be included to indicate that no conflicts will result from the new course.

K: Purposes and Rationale for the Course:

Each of the questions below must be specifically addressed.

K1. What are the major goals and objectives for this course? What does the course intend to accomplish?

K2. If this is a course designed for your majors, how do the major goals and objectives of this course relate to the goals and objectives of the department? Of the division? Of the college? How does this course fit into the liberal arts tradition of the college?

K3. If this is a general education course, how does it meet the goals and objectives of the general education program?

- What are the general education outcomes for this course?
- What are the students expected to know and be able to do?
- From the list of intended outcomes, which one or two do you plan to assess?

K4. From the objectives listed in K1 above, which one or two do you plan to assess?

K5. How does the assessment plan for this course relate to the assessment plan in the department, division, or college?

K6. What evidence is there of student interest for this course?

K7. How is gender equality addressed in course materials and pedagogy?

K8. What is the design of the course and what pedagogical approaches are to be used?
For example, will students be taking exams, writing papers, giving presentations,
participating in discussions, engaging in collaborative learning, etc?

K9. In what ways will students be able to improve their oral or written communication skills in this course?

L: Relation to Teacher Education Program:

Any changes in courses which are related to the teacher education curriculum/program must have an endorsement from the Department of Education.

M: Relation to Courses at Other Institutions:

How does the proposed course compare to similar courses at comparable institutions?

N: Maximum and Minimum Enrollment:

Maximum: _____

Minimum: _____

O: Courses Proposed to be Dropped:

For new or expanded course offerings, list the equivalent number of hours to be dropped from the department curriculum or a rationale for not doing so.