PROCEDURES FOR PROPOSALS OF NEW COURSES

The Faculty Handbook charges the Undergraduate Educational Policies Committee with the review of all credit and non-credit courses proposed for addition to the undergraduate catalogs, except for January Term courses.

There are two types of new courses, experimental courses and permanent courses.

APPROVAL PROCESS FOR NEW COURSES

1. Develop the course then have the department or program awarding credit review and approve the course.

2. Submit a proposal to the Chair of the UEPC to apply for experimental status; copy the Vice Chair of the UEPC on this email. Follow the Proposal Guidelines for Experimental Courses (see page 2 of this document). If you are seeking approval for a course that has been already offered as a special topics course or otherwise, then move to step 4 and apply for permanent status for the course.

3. Once the approval is obtained, offer the course as experimental.

4. After the course is offered once, write the proposal for permanent status for the course. (See page 3 of this document).

5. Discuss the new course proposal in a meeting of the faculty of the department or program awarding credit (or sponsoring the offering of the course) and obtain approval for the course from the group. This presentation should address all the issues listed in Permanent Course Proposals and Issues to Address (see page 3).

6. Submit the proposal to the Dean of the school. After approving the proposal the Dean circulates the proposal among the chairs and program directors of the appropriate school, who have provided feedback to the department or program. (This step does not require that approval be given, merely that information be circulated.)

7. Simultaneously with step 6, send the proposal to your library representative and request a library review to be completed.

8. Submit the New Permanent Course Proposal to the UEPC along with a brief note of support by the Chair of the Department hosting the course stating that the faculty in the department are aware of and support the new course. A brief note of support must also be submitted by the Dean of the appropriate school.

9. Once the course has been reviewed positively by the UEPC, the Chair of the UEPC will communicate the approval to permanent status to the Academic Senate. If a course does not receive a
positive review by the UEPC, the Chair will consult with the proposer to identify and address any concerns.

10. In order for the course, if it is given permanent course status, to be included in the new printing of the catalog for the next academic year, the UEPC recommends the complete proposal be submitted to the committee no later than January 1st so that the committee may consider approval and submit it to the Academic Senate before March 1st.

Proposal Guidelines for New Experimental Courses

A course may be offered on an experimental basis after the following steps have been taken:

1. The experimental course proposal has been presented to the department or program awarding credit. That proposal must include:
   
   --Department
   --Title of course
   --Number and type of contact hours per week
   --Duration of the course in weeks
   --Amount of course credit
   --Brief course description including learning goals, assessment methods and reading list
   --Brief course rationale (relation to current department curriculum)
   --Prerequisites (if any)
   --Number and type of students expected (majors? minors? fulfilling area requirement? general interest?)

2. The department or program approves the offering of the course.

3. The department/program chair/director confers with the Dean of the School regarding staffing and scheduling issues.

4. The department chair emails the written proposal (following these guidelines and including a note of approval from the Dean) to the Chair of the Undergraduate Educational Policies Committee, (copying the Vice Chair of the UEPC). The Chair of the UEPC reviews it, consults with the UEPC members if necessary, and if approved, notifies the department chair, forwarding a copy to the Registrar and the Academic Vice Provost informing them that the course may be offered ONCE.*
[In rare cases, and only after petitioning for approval from the UEPC, an experimental course may be offered a second time. Extensive revision of the course as originally offered, for example, might be a reason for a second "experimental" offering.]

5. If a proposal is denied, the Chair of the UEPC will meet with the proposer to discuss appropriate revisions.

6. Experimental courses are not, in general, listed in the College catalog. Programs may request with justification in the proposal to list the course in the catalog.

In the case of programs that have advisory or governing boards (such as Collegiate Seminar, Integral, Women's Studies, etc.), this board will be considered "the department or program" for the purposes of applying the procedures above. Individual faculty should consult the Chair of the UEPC if there is a need to identify an appropriate "department or program" for these procedures.

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**Permanent Course Proposals and Issues to Address**

**NOTE:** Upper division courses, for purposes of approval, are characterized by at least two of the following guidelines:

a) have college-level prerequisites;
b) require an in-depth study of a subject rather than a survey or introduction, and presume the necessary introductory work has been completed;
c) demand rigorous reading/writing/discussion skills as well as an intellectual readiness and personal maturity in handling complex issues that are characteristic of advanced students;
d) include course objectives that entail high levels of cognitive, affective, or psychomotor achievement.

**Proposal Guidelines for New Permanent Courses**

**Address the following:**

1. **List School, Department, course number and course title**

2. **Justification for the course:** In this section explain why the course is being proposed. Grounds
may include but are not limited to: new developments in the discipline, the needs of majors/minors, the needs of other departments, the needs of students fulfilling other College requirements (such as area requirements, etc.).

3. Objectives for the course:
   a) Indicate expected student outcomes, for example, competence in using methodologies specific to this field, assessing data/statistics, survey of literature, in-depth research, etc.
   b) Describe how the objectives listed above relate to Department, School, or College goals.

4. Assessment: Describe the kinds of assignments/tasks that will be typical of those used to evaluate the performance of students in the course. Will the pass/fail grading option be allowed?

5. Student Population: Identify who the anticipated students will be: department majors? majors from other departments? students fulfilling other requirements? Also give an estimate of how many students will be taking the course when offered.

6. Relationship to Present College Curriculum: Indicate where this course fits in relationship to other courses in the department. Identify any needed modification to (or deletion of) existing courses as a result of offering this course. List courses in other departments related to or affected by this course, particularly the potential impact (either positive or negative) of this course on other departments and programs.

7. Any extraordinary implementation costs: Indicate whether there will be any special or additional equipment necessary to run the course? special classroom or other physical space requirements?

8. Library Resources: Prior to submission of the proposal to the UEPC, a library review must be conducted. Contact the appropriate librarian subject selector who will conduct and complete the Library Resources Review, and then submit it to the UEPC at the same time as the course proposal. The librarian subject selector will consider the following when completing the Library Resources Review:
   a) Possible requirements of student assignments in the course, reference needs, reserve readings, or other resources (specialized books, videos, newspapers, web sites, online indexes, electronic databases, etc.) envisioned as necessary to support the course.
   b) What is currently available and what timeline would be necessary for acquiring the most important new materials recommended. If a budget source is needed, this is determined by library and faculty consultation.
   c) The information literacy requirements of the course.

9. Course credit and grading options Indicate the value (1, .5, .25) of the course in SMC course credits, the total number of hours that the student will spend in the classroom during the semester, the projected out-of-class time per week (average), and the format of the course (lecture/discussion, lab, studio, etc.)
**Special Guidelines for 0.25/ 0.5 Course Proposals:** The .25 or .5 courses, for purposes of approval, are divided into two categories: I. "academic" and II. "activity." Individuals or departments submitting courses for UEPC approval should designate in section 9 under which set of guidelines the course should be approved.

I) .25 or .5 courses designated as "academic" focus on a specific body of knowledge/method of study and have a specific connection to the College's curriculum in an academic department or program. They must meet the following criteria to receive approval:

a) The course must be taught by a faculty member (appointed to an academic department or program of the College)

b) The course must require that work--such as in-class discussion of assigned readings, written work based on assignments, oral presentations in class or other "performance-based" projects--be submitted for evaluation.

c) The course must require a minimum of 32.5 hours (for .25 credit) or 65 hours (for .5 credit) of combined classroom time and out-of-class assignment time. A maximum time commitment must be specified if it exceeds these norms.

II) .25 or .5 courses designated as "activity" focus on experiential learning/methodologies and may be sponsored by any established College office or program. They must meet the following criteria to receive approval:

a) The course must be taught by a College-appointed faculty or staff person.

b) The course requires only regular attendance and minimal if any outside of class work.

c) The course meets for a total of 13-26 hours for .25 credit and 26-39 hours for .5 credit. A maximum time-commitment must also be specified if it will substantially exceed the guidelines indicated.

d) In the rationale for the course, section 2, the nature of the activity proposed, and the benefit to SMC students should be explained. In section 7, either a syllabus or a week-by-week list of topics and assignments may be submitted.

10. **Prerequisites, corequisites**

11. **Course description wording for the appropriate College catalog:** Please submit the actual catalog wording, not an approximation.

12. **Course content:** A syllabus, with tentative reading list, topics to be covered, and major assignments, will normally be expected. In addition, in courses where activities predominate, describe the role of such activities in the design and purpose of the course.

13. **Review of experimental offering:** Address what was learned and if any changes grew out of the experimental offering of the course. (A course should be offered on an experimental basis before it is presented for formal approval and inclusion in the catalogue.)

(Revised : 8/25/2015)