
Annotated Instructions: Formulario CC-A/C-02 Creation of New Courses

Forms

- Please use the electronic form for new courses. Include only the Appendices A, B, or C that are needed. Please adapt your information to the form; do not use additional pages to provide information that has not been requested. For example, do not include 20 bibliographic references; the form only requests five major references. [Check with your Departmental Representative to the A&S Curriculum Committee or the President of the A&S Curriculum Committee if you believe you need to include additional material.]
- The form CC-A/C-02, together with the "Course Proposal Checklist," should be submitted to the Dean of Arts and Sciences on paper and diskette, who will refer the matter to the Curriculum Committee. The normal procedure for new courses is as follows: Faculty of the College of Arts and Sciences, the Dean of Academic Affairs, and the Academic Senate. All new course numbers are assigned by the Central Administration.

Timeline: Course proposals may be submitted at any time. Proposals for new courses should be submitted to the Dean of Arts and Sciences no later than October 1 to have a reasonable opportunity to offer the course by the first semester of the following academic year, or by March 1 to offer the course by the second semester of the following academic year. The committee gives priority to new courses; otherwise, proposals are reviewed in the order of their arrival. Please note that the agenda for committee meetings is distributed one week in advance of the meeting to allow members reasonable time to prepare. Course proposals which arrive after the preparation and distribution of the agenda are rarely considered.

1. Type of Course: Is the new course to be temporary or permanent or both?

- New temporary courses are primarily experimental in nature. Once a temporary course has been approved by the Arts and Sciences Curriculum Committee and the Dean of Academic Affairs, it may be offered as a "temporary" course on only two occasions at which time it must either be eliminated from the curriculum or proposed as a permanent course. Although temporary courses are not presented to the faculty at large for approval, the deadlines noted above under "Timeline" should be observed for submitting course proposals to the committee. Each department should have a "Special Topics" course in its curriculum for those courses that are to be offered on only one occasion (such as those created to take advantage of the expertise of a visiting professor).
- New permanent courses must be presented to the faculty for discussion and approval.
- In order to offer new courses in a shorter period of time, proposals may ask that a course be submitted as both a temporary and a permanent course at the same time. Once such a course has been approved by the Arts and Sciences Curriculum Committee and the Dean of Academic Affairs, it may be offered as a "temporary" course while the permanent course is in the process of approval.
- Proposals for previous temporary courses to be considered as permanent courses must be accompanied by **"Appendix C: Información sobre Curso Temporero Propuesto para Permanente."**

2. Course Title

- Titles: Spanish and English titles should harmonize; for computer purposes, each title must be abbreviated to a maximum of 26 letters (including spaces).
- Credit Hours: One credit hour is equivalent to 15 hours of lecture or seminar per semester or 30 to 60 hours per semester of laboratory, workshop, or practice.
- Course Level: The course level should correspond to the first digit of the course code. In general, the level of the course identifies the primary group of students who will take the course.
- The number of credit hours should correspond to the number and type of hours of contact.

3. Prerequisites/Co-requisites

Prerequisites and co-requisites should be appropriate for the proposed course level.

Prerequisites should be based solely on subject matter or skills that a student must know before entering the proposed course. Co-requisites may be used if, in the department's judgment, the necessary skills or subject matter are related to and can be (or should be) learned alongside the proposed course material or skills. The phrases "Authorization of the Director" and "Permiso del Director" should be used when applicable.

4. Course Description

- Because a course description ultimately appears in the university catalog where it is used by students and others to determine the nature of a course, it will be edited closely by the committee. Please use double spacing to facilitate the committee's work and do not type descriptions solely in uppercase letters. Descriptions in Spanish and English should harmonize.
- The description should be brief yet adequate to an understanding of the course content.
- For a two-semester course sequence, each course description should be distinct.
- Editorial Conventions:

Avoid repeating the title of the course in the description.

The phrase "Study of"/"Estudio de" should be avoided; it is assumed.

A range of three or more topics and/or sub-topics suggesting the parameters of the course may be utilized following a colon or the word "including":

e.g.: Shrimp, oyster, and clam culture in the Caribbean: its economic viability, feasibility, and management.

e.g.: Aquaculture of commercially viable invertebrate organisms, including oysters, clams, and shrimp.

In English, use commas to separate three or more items of the same kind in a series; the last comma is followed by an "and" or "or" that ties the whole group together. Example: "...oranges, bananas, and mangoes."

When applicable, use the exact language of following phrases: "Analysis of case histories"/"Análisis de estudio de casos"; "Field trips required"/"Se requieren viajes al campo."

5. Course Information: Course duration is invariably one semester.

- Type of Course: Is this course primarily a required course or an elective course? What is the principal group or groups of students (what programs) that will take the course? Approximately how many students (from all sources) are expected to register in this course each semester (use a range of numbers where appropriate)?

6. Justification

- In general, "justification" means to provide academic reasons why the proposed new course should be created. In other words, how will the proposed new course benefit the academic development of the students who will be affected. A brief justification of the proposed course level, the number of credit hours, and the course prerequisites may be needed.
- If field trips are required, they must form an essential part of the course and be academic in nature.

7. Topics

- Provide an outline of 8 to 12 main topics to be covered in the course in the sequence of their presentation. Since textbooks change from year to year, please do not utilize the "Table of Contents" from proposed textbooks. In general, the course description should reflect the topics and vice versa.

8. Bibliography:

- Provide five or six major references relevant to the proposed course. With the exception of those that may be considered as "classic texts," all references should be up to date. Minimally, the bibliography should provide: author/editor, title of article and/or book and/or journal, publisher, and date of publication. The form of presentation should be consistent with the standard used by the department (or discipline).
- Indicate the book or books to be used as required text(s) for the course.
- Provide library call numbers (or Internet addresses) for each reference or indicate that the book has been placed on order with the university library. To be useful, references should be readily available to students and independent of the professor assigned.

9. Methods of Evaluation: Every university course must include some means for evaluating student performance. Indicate briefly how students will be evaluated and graded in the course. The means of evaluation gives some idea as to the expectations of the course.

10. Appendices:

- **Syllabus:** A complete course syllabus should be submitted separately and simultaneously for the Dean of Academic Affairs.
- **Special Resources:** If the proposed action requires major additional resources, such as contracting for new personnel, training existing personnel, acquiring expensive new equipment or special materials, building new facilities or remodeling existing ones, additional use of existing facilities (laboratory, computer or library) or any other major additional resource, then **Appendix A: Special Resources** should be used to give a detailed description of those resources.
- **Effects on Other Units:** If any other course, program, department, or faculty may be affected by the proposed action or if the action proposed will result in an apparent duplication of a course, or part of a course, offered by another program, department or faculty, then **Appendix B: Effects of the Proposal on Other Courses, Departments or Faculties** must be submitted and written evidence of relevant communication between the corresponding units, including agreements reached, must accompany the proposal.
- **Temporary to permanent:** If the proposal is to change a temporary course to a permanent course include **Appendix C: Information on temporary course proposed to become permanent.**

Appendix A: Special Resources: List any special resources needed to offer the course which are not presently available; indicate what commitments, if any, have been made to acquire these resources.

Appendix B: Effects of the Proposal on Other Courses, Departments or Faculties: Any manner in which a proposed action might appear to affect another unit should be considered and explained. If the effect is significant, there must be official communication with the affected unit and copies of this communication should be included with the proposal.

Appendix C: Information on temporary course proposed to become permanent: The description of an existing course should be accurate and complete (course code & number, title, header information, pre/co-requisites, description). If the existing course is temporary, indicate how many times the course has been offered, when it was offered, and the number of students who enrolled in the course each time.