

# Academic Affairs Course Proposals - Guidelines

Over the course of the past several weeks a number of course requests have come to the Academic Affairs Committee for consideration. These requests include course additions to department curriculum offerings and several requests for changes in course titles, numbering, and/or curricular content.

As I learn the “ropes” to the position of Dean and its relationship to the President’s Cabinet I find that I am somewhat unprepared to represent fully and accurately the course recommendations passed by Academic Affairs. Consequently, I am asking that the following procedures be fully realized before any course offering or course changes be brought before the committee of the whole.

Please follow the guidelines below and use the attached **Proposal Cover Sheet** as the initial form (with supplemental materials) for proposals to either change, amend, or add a course.

- Step 1.** Any course offering request or course change request must be recommended by a department as a whole with full support of the chair. This means that in depth discussion will take place at the department level. The recommendation and support will come only after the following items have been discussed and recorded on the formal proposal:
- a. Does the course fit the Mission, Vision, and Institutional profile? (philosophy of course)
  - b. What value will it play in the overall Mission and Vision of Institution? (rationale and merit of course)
  - c. Budget or financial viability (list not all-inclusive)
    1. budget implications?
    2. number of potential enrollees?
    3. instructor course load effects? (i.e. changing a 3 credit course for a 2 credit, etc.)
    4. adjunct?
    5. overage?
    6. replacing course?
    7. rotating in schedule? sequencing?
    8. reduction, addition, or exchange of credit hours?
    9. fees?
    10. other?
  - d. Syllabus Information:
    1. Instruction – who, what, when
    2. Student population – who, level, enrollment (course enrollment limits, if any)
    3. Content – scope and sequence, prerequisites (if any)
    4. General syllabus content must be attached to proposal form

**Step 2.** Formal presentation to Academic Affairs Committee

- a. The Department Chair will present the written documentation, which will be the course proposal, by handing out the proposal(s) one meeting prior to committee action. Proposals may not be sent out with meeting agendas, as this is insufficient time for committee members to read and process.
- b. Action of the full committee will be based on the assumption that all questions and information (asked above) are thoroughly answered and documented in the proposal. The bottom line is that all of us need to do our homework in preparation of the full committee meeting.

**Step 3.** President's Cabinet

- a. Upon the approved recommendation of the full Academic Affairs Committee the Dean will present the proposal(s) to the President's Cabinet.
- b. The President's Cabinet will have final authority to pass or reject a course proposal based on, but not necessarily, limited to:
  - i. Does it meet budgetary requirements and viability?
  - ii. Does it fit the Institutional Profile?
  - iii. What are the recruiting, marketing, fund raising, and placement implications?

# Academic Course Proposal

## Cover Sheet

Department: \_\_\_\_\_

Department Chair: \_\_\_\_\_

Date Submitted to Academic Affairs Committee: \_\_\_\_\_

Date of Academic Affairs Action: \_\_\_\_\_

Course Title: \_\_\_\_\_

Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

**Step 1.** Please document answers and data related to items found in Step 1. in the proposal guidelines.

Please check: \_\_\_\_\_ Course Addition \_\_\_\_\_ Course Change: \_\_\_\_\_ content  
name  
credits

Briefly describe the nature of the proposal: \_\_\_\_\_

**If necessary, please use additional paper to describe the following:**

Course philosophy:

Course rationale:

Budget viability:

**Please attach sample syllabus.**