



SACRAMENTO
STATE

Course Change Proposal Form A



09-10

Academic Group (College): Arts and Letters	Academic Organization (Department): Learning Skills Center	Date: April 28, 2009
Type of Course Proposal: New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Deletion <input type="checkbox"/>	Department Chair: Roberta J. Ching	Submitted by: Roberta J. Ching
Does this course fulfill a requirement for single-subject or multiple subject credential students? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	For Catalog Copy: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> CCE (Extension): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Semester Effective: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/>, 20_09__

This course replaces experimental course Subject Area (prefix) and Catalog Nbr (course number):	
If changing an existing course, should new version be considered a repeat of the original version? If so, the same Course ID will be maintained. If not, a new Course ID will be assigned. Note: In PeopleSoft terminology, the Course ID is the unique system identifier, not the Catalog Nbr.	Yes <input type="checkbox"/> No <input type="checkbox"/>

Change from:

Subject Area (prefix) & Catalog Nbr (course no.):	Title:	Units:

Change to:

Subject Area (prefix) & Catalog Nbr (course no.): LS 55M	Title: Academic Strategies Adjunct: Accountancy	Units: 1
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JUSTIFICATION:

The LS 55 series are adjuncts that provide supplemental instruction to students enrolled in selected General Education courses.
The new adjunct topic will enable students concurrently enrolled in selected sections of Accountancy to receive supplemental instruction to improve their performance in this GE course.

NEW COURSE DESCRIPTION: (Not to exceed 80 words, and language should conform to catalog copy. See <http://www.csus.edu/umannual/acad.htm> - Guidelines for Catalog Course Description)

Study skills adjuncts for selected General Education courses. Effective learning strategies for the academic course in which the student is concurrently enrolled. (Generic description in Catalog.)

Note:	
Prerequisite: Enforced at Registration: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Corequisite: Enforced at Registration: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Graded: Letter <input type="checkbox"/> Credit/No Credit <input checked="" type="checkbox"/>	Instructor Approval Required? Yes <input type="checkbox"/> No <input type="checkbox"/>
Course Classification (e.g., lecture, lab, seminar, discussion): 36	Title for CMS (not more than 30 characters): Acad. Strategies-Accountancy
Cross Listed? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, do they meet together and fulfill the same requirement, and what is the other course.

How Many Times Can This Course be Taken for Credit? May be repeated for credit provided the adjunct topic area is not repeated.

Can the course be taken for Credit more than once during the same term? Yes No

FOR NEW COURSE PROPOSALS OR SUBSTANTIVE CHANGES ONLY:

Description of the Expected Learning Outcomes: Describe outcomes using the following format: "Students will be able to: 1), 2), etc."
See the example at <http://www.csus.edu/acaf/example.htm>

Students will be able to:

- Read critically the course text and other assigned materials.
- Develop writing strategies for the types of writing assignments given in the course.
- Apply test-taking strategies when preparing for and taking course exams.
- Use time-management strategies in planning how to study and complete assignments for course.
- Use computer-based instructional materials designed to supplement course.

****Attach a list of the required/recommended course readings and activities [Note: it is understood that these are updated and modified as needed by the instructor(s).] This attachment should be forwarded only to your Dean's office, not Academic Affairs.**

Assessment Strategies: A description of the assessment strategies (e.g., portfolios, examinations, performances, pre-and post-tests, conferences with students, student papers) which will be used by the instructor to determine the extent to which students have achieved the learning outcomes noted above:

The grade for this supplemental instruction course is based on attendance. The effectiveness of the course will be assessed based on student outcomes in the Accountancy course to which it is attached. Data will be collected comparing the final Accountancy grades of students who take the adjunct concurrently with the grades of the students who don't.

For whom is this course being developed?

Majors in the Dept ___ Majors of other Depts ___ Minors in the Dept ___ General Education ___ Other X
Is this course required in a degree program (major, minor, graduate degree, certificate)? Yes ___ No X
If yes, identify program(s):

Does the proposed change or addition cause a significant increase in the use of College or University resources (lab room, computer facilities, faculty, etc.)? Yes ___ No X
If yes, attach a description of resources needed and verify that resources are available.

Indicate which department or programs will be affected by the proposed course (if any). This adjunct is being proposed in collaboration with the chair and selected faculty of the Accountancy Department.

The Department Chair's signature below indicates that affected programs have been sent a copy of this proposal form.

Approvals: If proposed change, new course or deletion is approved, sign and date below. If not approved, forward without signing to the next reviewing authority, and attach an explanatory memorandum to the original copy.

Signatures:

	Date
Department Chair: <i>Robert J. Clark</i>	4/28/09
College Dean or Associate Dean: <i>Nancy M. Zook</i>	5-6-09
CPSP (for school personnel courses ONLY)	
Associate Vice President and Dean for Academic Programs	

CONDITIONAL 5/11/09
APPROVAL

Distribution: Academic Affairs (original), Department Chair and College Dean. ~~Department Chair~~ and original after approval to Academic Affairs, at mail zip 6016. An electronic copy must also be sent.

Please fill in the blanks with your information. I will put 12 copies of the syllabus in your Learning Skills mail box.

LS 55 __, SECTION __ : ACADEMIC STRATEGIES FOR _____

SPRING 2009

Course Call # _____	Room: _____
Adjunct Facilitator: _____	Adjunct Day/Time: _____
Phone: _____	E-mail: _____
Office: _____	Office Hours: _____

GE/Lecture Course Instructor: _____

Adjunct Program Coordinator: Shelagh Nugent
Office: LSC 2200D
Phone: 278-6725

COURSE DESCRIPTION

This one unit, CR/NC course will provide assistance with collaborative learning as well as an introduction to learning strategies, which will help you to improve study efficiency and test performance in your _____ class. Students in the adjunct work in groups and individually to prepare for quizzes and exams in the GE/lecture course. In addition, students have the opportunity to ask questions regarding lectures and assignments. Study groups and review sessions for exams will also be part of the adjunct. The schedule of topics covered in the adjunct will generally follow the schedule in the GE/lecture course.

COURSE REQUIREMENTS

Attendance Policy: *Attendance is mandatory.* To receive a grade of "Credit" in this course, you must attend two hours of regularly scheduled meetings each week, participate in all class work. Since this class is designed to combine the application and monitoring of academic strategies for the study of _____, it is very important that you attend every session. Only 2 absences are permitted—excused or unexcused. If you have more than two absences, you will receive a grade of "No Credit" in the adjunct.

Drop Policy: If, for any reason, you must drop the _____ course, you must drop the adjunct course separately. *You will NOT be automatically dropped from the adjunct*, so if the drop procedure is not done properly, you will receive one unit of "No Credit" on your grade report.