# Course Change Proposal

## Form A

<table>
<thead>
<tr>
<th>Academic Group (College): Arts and Letters</th>
<th>Academic Organization (Department): Learning Skills Center</th>
<th>Date: November 10, 2009</th>
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<tbody>
<tr>
<td>Type of Course Proposal:</td>
<td></td>
<td>Submitted by: Roberta J. Ching</td>
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<tr>
<td>New <em>X</em> Change ___ Deletion ___</td>
<td>Department Chair: Roberta J. Ching</td>
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### Catalog Copy Requirement

- Does this course fulfill a requirement for single-subject or multiple subject credential students? Yes ___ No _X_
- For Catalog Copy: Yes _X_ No ___
- CCE (Extension): Yes ___ No _X_
- Semester Effective: Fall ___ Spring _X_, 2010 ___

### Replacing Course Information

- 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 ___ No ___

### Change from:

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

### Change to:

- Subject Area (prefix) & Catalog Nbr (course no.): LS 55P
- Title: Academic Strategies Adjunct: Criminal Justice
- Units: 1

### 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 Criminal Justice 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/umanual/acad.htm](http://www.csus.edu/umanual/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 ___ No _X_

- Corequisite:
  - Enforced at Registration: Yes ___ No ___

- Graded: Letter _____ Credit/No Credit _X_

- Instructor Approval Required? Yes ___ No ___

- Course Classification (e.g., lecture, lab, seminar, discussion): 36

- Title for CMS (not more than 30 characters) Acad. Strategies-Criminal Justice

- Cross Listed? Yes ___ No _X_

- 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 _X_
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/acafr/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 Criminal Justice course to which it is attached. Data will be collected comparing the final Criminal Justice grades of students who take the adjunct concurrently with the grades of the students who don’t.

For whom is this course being developed?

<table>
<thead>
<tr>
<th>Majors in the Dept</th>
<th>Majors of other Depts</th>
<th>Minors in the Dept</th>
<th>General Education</th>
<th>Other</th>
</tr>
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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 Criminal Justice 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.

<table>
<thead>
<tr>
<th>Signatures:</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Department Chair:</td>
<td>11/10/09</td>
</tr>
<tr>
<td>College Dean or Associate Dean:</td>
<td>11-18-09</td>
</tr>
<tr>
<td>CPSP (for school personnel courses ONLY)</td>
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Associate Vice President
and Dean for Academic Programs

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

9/10/2008
Please fill in the blanks with your information. I will put 12 copies of the syllabus in your Learning Skills mailbox.

LS 55 ____, SECTION __ : ACADEMIC STRATEGIES FOR ____________

SPRING 2010

<table>
<thead>
<tr>
<th>Course Call #</th>
<th>Room:</th>
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<tbody>
<tr>
<td>Adjunct Facilitator:</td>
<td>Adjunct Day/Time:</td>
</tr>
<tr>
<td>Phone:</td>
<td>E-mail:</td>
</tr>
<tr>
<td>Office:</td>
<td>Office Hours:</td>
</tr>
</tbody>
</table>

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.