

**College of Social Sciences and Interdisciplinary Studies**  
**Curriculum Committee**  
**COURSE APPROVAL INFORMATION**

<b>Department/Program:</b> _____	
<b>Semester course will first be offered:</b> _____	
<b>Proposed Course Name:</b> _____	
<b>Proposed Course Number:</b> _____	<b>Units of Credit:</b> _____
<b>Has the course been offered before?</b> _____	<b>If so, under what number?</b> _____
<b>Department Chair Approval:</b> _____	

1. What is the method of presentation selected by the department for this course?

- Lecture
- Seminar
- Activity
- Lab
- Supervision
- Other, please explain. \_\_\_\_\_

Currently classes other than lectures and seminars are more expensive to operate in terms of faculty compensation. If you are proposing anything other than a lecture or seminar, please indicate why the additional expense is justified.

\_\_\_\_\_

2. Do you have plans to develop an on-line version of this class?

- Yes, completely on-line
- Yes, in hybrid form (at least 50% on-line)
- No

3. Will this course be proposed for General Education?

- Yes      In what area? (e.g., A3, D2) \_\_\_\_\_
- No

Do you also see it meeting the race/ethnicity in American society requirement?

- Yes
- No

Do you also see it meeting the intensive writing requirement?

- Yes
- No

4. Does this course require a prerequisite?

- Yes      If so, what and why? \_\_\_\_\_
- No

5. Will this course be mandatory for your majors or graduate students?

- Yes
- No

6. Will this course serve as a prerequisite for subsequent classes?  
 Yes Which classes? \_\_\_\_\_  
 No
7. If this course is mandatory for at least some students or serves as a prerequisite for other classes, would it be possible for any other course to serve as a substitute in unusual circumstances?  
 Yes, the following class(es) could be substituted \_\_\_\_\_  
 No (please explain why not) \_\_\_\_\_  
 Not applicable-course is neither required nor a prerequisite to other classes
8. Is the course to be taught in a multiple section mode?  
 Yes If yes, how many sections do you expect to schedule per semester? \_\_\_\_\_  
 No
9. How many students in total do you anticipate will take this class each academic year?  
 15 or less  
 16-30  
 31-60  
 61-100  
 Over 100
10. Will different amounts of credit be available for the proposed course?  
 Yes Please explain how you will distinguish unit credit \_\_\_\_\_  
 No
11. Can the course be repeated for credit?  
 Yes Please explain how the experiences will differ \_\_\_\_\_  
 No

**How the Course Fits with Department Plans**

12. How often do you plan to offer this class?  
 Every semester  
 Once a year  
 Once every other year  
 Other (please specify) \_\_\_\_\_
13. Who is/are the probable instructor(s) of the course, and is/are the probable instructor(s) full-time or part-time faculty members? \_\_\_\_\_
14. How did the idea for this course arise? Did students express an interest in it?
15. How was this course proposal approved at the program/department level?  
 Approved by a committee of the department faculty  
 Approved by the department faculty as a whole  
 Other (please specify) \_\_\_\_\_
16. How does the course fit into your overall curriculum?

17. Do you think students from other departments or programs will be likely to enroll in this course?
- Yes, and it will be cross-listed with \_\_\_\_\_
- Yes, students from the following departments/programs may be interested (although the class is not cross-listed) \_\_\_\_\_
- No (please explain why not) \_\_\_\_\_
18. Are there likely to be faculty from other departments capable of teaching this course?
- Yes (please explain) \_\_\_\_\_
- No \_\_\_\_\_

### Consultation with Other Campus Units

19. Faculty presenting a new course proposal should consult department in SSIS or elsewhere which have faculty and/or students that may be affected by a new course, e.g., because other departments may offer courses in the same general area. *Failure to attach written documentation of consultation may result in the new course proposal being tabled.*

Please identify the unit(s) and name the faculty members you contacted. Please summarize the outcome of the consultation and attach written evidence of the correspondence.

### Syllabus

20. ***Please attach a course syllabus containing items from the following checklist:***
- a. Author of draft syllabus
  - b. Course number and title
  - c. Contact information (office hours and room number, phone extension, email address)
  - d. Course description that corresponds with catalog description
  - e. Prerequisites (if any)
  - f. Learning objectives
  - g. Required texts/readings, to the extent these are known
  - h. Exams or other methods of evaluation
  - i. Grading system (weights of various components)
  - j. Probable weekly course outline and assigned readings