

# COLLEGE OF LIBERAL ARTS AND SCIENCES

## OFFICE OF THE DEAN

### OUTLINE FOR SUBMITTING PROPOSALS FOR NEW OR REVISED COURSES AND/OR FOR INCLUSION IN THE GENERAL EDUCATION PROGRAM

**(Submit by e-mail to [rileyn@newpaltz.edu](mailto:rileyn@newpaltz.edu). Please create 1 document and 1 mail original cover sheet with signature in blue ink)**

In using the outline below, please enter for every item, both the number of the item and a brief subhead (e.g., 11. Frequency of offering) so that readers will understand the entries. The proposed course number should be entered in the upper right hand corner of each page of the proposals. Please check that the copies are not missing any pages of the proposal or syllabus. Note: Gender inclusive language is required.

#### **Part I: Summary Information for College Records**

1. Name of department
2. Date of submission to Dean's Office
3. Name of chair (**typed and signed**)
4. Title of course. Please limit to 25 units, including spaces. If it is absolutely necessary to use a longer title, please select a clear, understandable abbreviation. Remember that it is the abbreviation, and not the long title, that will appear in the Schedule of Courses and on the students' transcripts.
5. Full course number (**3 letters/3 digits**). Departments may select the course number from among those not currently in the Course Master File. Please do not select a number previously assigned to a course for at least two years after it was officially dropped.
6. Catalog description, limited to 35 words. Please do not include wording such as "This course is..."
7. Semester credit hours.
8. Classroom contact hours and number of class sessions per week. Lecture classes require one hour for each credit; laboratories require two hours for each credit.
9. Type of facilities needed for instruction and class size limit (i.e., maximum enrollment), with a justification for this limit.
10. Indicate whether it will be an on-campus or off-campus course.
11. Indicate how frequently the course will be offered (for example, annually, biannually, fall/spring, summer). This information will govern Computer Scheduling Forms.
12. Course Designation for Undergraduate courses:
  - a. Indicate if the course is being proposed for General Education II, and, if so, under what category.
  - b. Is the course to be designated liberal arts (LA) or professional/technical (PT)?

13. Is the course to be required in department's programs, or is it an elective? Please explain.
14. List any prerequisites and explain.
15. Are present library holdings, audio-visual equipment, and laboratory facilities adequate? If not, please outline additional needs.
16. Indicate if the course is to be cross-listed in another department. Please consult receiving department and obtain memo from Chair confirming agreement to cross-list (cross-listing will be entered on Course Master File).
17. Please list any other departments which might be affected by your department offering the course. Notify them of your proposal, and have their chairs sign the Course Proposal Cover Sheet, acknowledging that they were notified.

**Part II: In-Depth Narrative Justifying Recommendation by Department**

1. In narrative form, please describe the content of the course; its goals; representative texts and additional readings; required assignments; required oral presentations; the type and frequency of examinations and other methods of evaluating student performance.
2. Explain the relation of this course to the department's overall goals, its present and future programs and its other course offerings.
3. Describe how the course is to be staffed, giving the names and qualifications of regular faculty who will teach it.
4. Describe the department's plans for evaluating the merits of this course in the future.
5. If the new course is proposed for inclusion in the General Education Program, please justify carefully according to the Curriculum Committee's "Outline for GEIII Narrative Supplement".
6. If the number of credit hours is being changed, carefully explain the rationale for this change.
7. Attach a model syllabus showing information to be given to the students on the first day of class. The syllabus should include (but is not limited to) the following:
  - (a) Listing of topics
  - (b) Texts and other readings, including the publisher and date of publication
  - (c) Grading method, including a breakdown showing the percentage of the grade to be determined by each assignment, examination, etc.
  - (d) Attendance policy