

State University of New York at New Paltz

Major Graduate Course Revision Form (all formats)

Use this form for changes to seated, online, and/or blended courses (e.g., course format, level, number of credits, a significant description change, or to reactivate a frozen course that has not been taught within the last eight years). Approval of a new syllabus is required for any changes requested on this form. All other revisions require different forms. (See *Guide to Course Revisions*)

SCHOOL: Liberal Arts & Sciences Education
 Fine and Performing Arts Business
 Science & Engineering

EFFECTIVE TERM: _____
(Completed by Graduate Dean)

DEPARTMENT: _____ **COURSE NUMBER:** _____

COURSE TITLE: _____

COURSE DESCRIPTION: Please enter current course description below. (Approximately 35 words)

- | | |
|---|---|
| <input type="checkbox"/> RE-ACTIVATE FROZEN COURSE | <input type="checkbox"/> COURSE CONTENT CHANGE |
| <input type="checkbox"/> LEVEL CHANGE (e.g., xxx500 to xxx700) | <input type="checkbox"/> CREDIT HOUR CHANGE (e.g., 3 credits to 4 credits) |
| <input type="checkbox"/> COURSE DESCRIPTION CHANGE: | <input type="checkbox"/> ADD SEATED, ONLINE, and/or BLENDED FORMAT |

Please enter new description below. (Approximately 35 words)

Please list other departments that will be impacted by this new course offering and ask the chair(s) of those departments to sign and date below, indicating that they have been notified of this new course offering. (If this course will be required in a teacher-education program, be sure to obtain the necessary School of Education signatures. See shaded section, below.)

Department _____ Chair's Signature: _____ Date: _____
Department _____ Chair's Signature: _____ Date: _____

If this course is required in a program leading to teacher certification, please consult the appropriate department(s) and obtain the signatures of the chair(s) and academic dean affected by the revised course.

Department _____ Chair's Signature: _____ Date: _____
Department _____ Chair's Signature: _____ Date: _____

Chair, Education Council (if applicable): _____ Date: _____
Dean, School of Education (if applicable): _____ Date: _____

If no other department will be affected by this course offering, please check here

APPROVED:

Chair, Originating Dept.: _____ Date: _____
Presiding Officer, School/College Governing Body: _____ Date: _____
Academic Dean: _____ Date: _____
Graduate Dean: _____ Date: _____
Provost/Vice President, Academic Affairs: _____ Date: _____

COURSE RECORDING:

Records & Registration (signature): _____ Date: _____

CURRENT

REVISIONS

CONSULTATION

APPROVALS

State University of New York at New Paltz

Major Graduate Course Revision Form (all formats)

Guidelines for Proposing a Major Revision for a Graduate Course

Please submit one original major course revision form and cover sheet, along with an electronic copy, to the Dean of The Graduate School, HAB 804. Be sure that the cover sheet includes appropriate signatures.

In using the outline below please enter, for every item, both the number of the item and a brief subhead (e.g. Part I, 1a. Location) so that readers will understand the entries. Please number each page of the proposal.

NOTE: Remember to use person-first (e.g., “student with a learning disability” vs. “learning disabled student”) and gender-inclusive language.

Part I: Summary Information for College Records

All major course revisions must include Part I, II, and submission of the **new** and **old** course syllabi.

1. Please summarize any changes in instructional information, including
 - a. Location (on campus, off campus)
 - b. Type of instruction (lecture, lab, tutorial, etc.)
 - c. Repeatable (Is this course repeatable for credit?)
 - d. Contact hours & number of class sessions per week (Lecture classes require 50 minutes for each credit hour; labs require 100 minutes for each credit hour.)
 - e. Facilities (materials, equipment, space, etc.)
 - f. Class size limit (i.e., maximum enrollment) and justification for this limit
 - g. Frequency of course offering (e.g., annually, biannually, fall/spring, summer)
 - h. Liberal Arts (LA) designation

Part II: Detailed Explanation of Proposed Major Revision

All major course revisions must include Part I, II, and submission of the **new** and **old** course syllabi.

1. **“Add Seated, Online, and/or Blended Format” Instructions:** To propose an online and/or blended version of an already approved seated course, or to propose a seated version of a course previously *only* approved as an online and/or blended offering, please include Part III.

For all other revisions: Please explain the changes in the content and goals of the course and the rationale for such changes. Include any significant changes in course format or delivery, texts, readings, required assignments, required oral presentations, the type and frequency of examinations and other methods of assessing student performance.

2. Explain how this course, as revised, supports the department’s overall goals, its other course offerings and its present programs. If the course is required in any department programs, or in any programs leading to teacher certification, describe the course revision’s impact on these programs.
3. Describe any staffing changes as a result of this course revision, and provide the names and qualifications of regular faculty who will teach the course for the first time.
4. Are there adequate resources to support the course, as revised? Please explain the budgetary impact of this course revision, including costs related to personnel, library, computer/equipment, laboratory, materials/supplies, and other anticipated expenses.
5. Have the department’s plans for evaluating the merits of this course changed as a result of the proposed course revision? If so, describe how.

State University of New York at New Paltz

Major Graduate Course Revision Form (all formats)

Part III: Key Factors to be Addressed in Adding an Alternate Course Format

To propose a seated version of a course previously *only* approved as an online and/or blended offering, please attach a model syllabus for the proposed seated version as well as the syllabus for the online and/or blended version of the course. In addition, include a brief (one page maximum) narrative explaining the rationale for teaching the course in a seated format, how doing so will change or impact the course, and how the rigor of the seated version of the course compares with the online and/or blended course.

To propose an online and/or blended version of an already approved seated course, please address the following points:







1. **Pedagogical Approach:** How are the planned modes of instruction appropriate to an online approach? For example, do they take advantage of the interactive and multimedia capabilities of the Internet by creating exercises, discussion assignments, and/or online research projects for students? Extensive reliance on lectures given in seated courses is questionable. If use of lecture material is preferred, describe the digital format to be used.
2. **Assignments and Activities:** How will you demonstrate, through course assignments and activities, an understanding that the expectations of students taking an online course generally differ from those of students taking a conventional course?
3. **Mode of Evaluation and/or Assessment:** How will you account for the requirements of evaluating and/or assessing this online course at a distance?
4. **Monitoring online discussions:** How will you demonstrate an understanding that monitoring and assessing students' participation in e-discussions differs from evaluating student participation in face-to-face discussions?
5. **Development of Online Learning Community:** Which strategies will you use to develop an online learning community?
6. **Course Rigor:** If there is an approved (conventional/seated) version of this course, how does the rigor of this course compare to the seated course? Include the course syllabi for the online, and/or blended and seated versions of the course.

Reminders

My major course revision:

- has a cover sheet that has been signed by the appropriate governing bodies
- addresses the required sections of the Major Course Revision form
- includes copies of the **old** and **new** course syllabi

Major Graduate Course Revision Approval Process

-  Local/Departmental Curriculum Committee review & approval (if applicable)
-  Department Chair review & approval (if applicable)
-  School/College Governance Committee review & approval (if applicable)
-  Academic Dean review & approval
-  Graduate Council review & approval
-  Provost/Vice-President for Academic Affairs review & approval

State University of New York at New Paltz
Major Graduate Course Revision Form (all formats)

Guide to Course Revisions

Please use the guidelines below to determine whether your proposal should be submitted as a **Minor Course Revision** or as a **Major Course Revision**. If your course revision includes elements of a minor and major revision, please submit a **Major Course Revision form** only.

Type of Change	Minor Revision Submit a Minor Course Revision Form	Major Revision Submit a Major Course Revision Form with copies of the old and new course syllabi.
Course title change	✓	
Course number change: within level or within lower/upper division	✓ (e.g., xxx501→xxx515)	
Course number change: different levels or divisions		✓ (e.g., xxx501→xxx701)
Change in number of credits (e.g., change from 3 to 4 credit hours)		✓
Course description change <u>not</u> related to a substantial change in the nature of the course content.	✓	
Course description change reflecting a <u>substantial change</u> in the nature of the course content.		✓
Add seated, online, and/or blended course format: (e.g. offering a seated course in an online or blended format, or vice-versa.) Adding an alternate course format to courses approved over eight years ago require submission of a New Course Proposal Form.		✓ (If original course was approved 8 or fewer years ago)
Change in Undergraduate GE Course Category		✓
Change in restrictions (Restrictions control registration by including or excluding specific majors, student levels (UG/GR), or classes (junior/senior).	✓	
Change in prerequisites: Undergraduate	✓ (If course and prerequisites are in the same department.)	✓ (If course and prerequisites are in different departments.)
Change in prerequisites: Graduate	✓	
Change in frequency of course offering	✓	
Re-activating “frozen” courses (Note: A course may be brought back at will if last taught within the past 4 years.)	✓ (If the course was taught 4-8 years ago.)	✓ (If the course was last taught 8 or more years ago.)