

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

Use this form *only* to propose a **new** seated, online, and/or blended graduate course.
Revisions to existing courses require different forms. (See *Guide to Course Revisions*)

COURSE INFORMATION

SCHOOL:

- Liberal Arts & Sciences Education
 Fine and Performing Arts Business
 Science & Engineering

EFFECTIVE TERM: _____
(Completed by Graduate Dean)

DEPARTMENT: _____

COURSE NUMBER: _____

COURSE TITLE: _____

SEEKING APPROVAL FOR THE FOLLOWING COURSE FORMATS:

- Seated format Online and/or blended format All Formats (seated, online, and/or blended)
(Complete Sections I & II) (Complete Sections I, II & III) (Complete Sections I, II & III)

PROPOSER'S NAME: _____

(print & then sign)

Place a check here if you've consulted the Collection's Development Librarian:

(For all course proposals: Check ONLY after verifying the library's collection supports the course)

Place a check here if you've consulted with Academic Computing regarding technical needs:

(For online/blended course proposals: Check ONLY after verifying there is adequate technical support for your course)

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 this new course offering.

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

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 Entered: _____

CONSULTATION

APPROVALS

**State University of New York at New Paltz
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Guidelines for Submitting New Seated, Online, and/or Blended Graduate Course Proposals

Please submit one original course proposal and a 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., 6. Indicate how frequently....) so that readers will understand the entries. Number each page of the proposal.

NOTE: Please use person first (e.g., student with a learning disability as opposed to learning disabled student) and gender inclusive language.

Part I: Summary Information for College Records

Course proposals for seated, online, and/or blended courses require submission of Part I and II.

1. Title of Course: Please limit to 30 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 Classes and on students' transcripts.
2. 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.
3. Catalog Description (approximately 35 words): Please do not include wording such as "This course is..."
4. Semester Credit Hours:
5. Provide instructional information for each course format being requested using the following sub-headings: Seated Course Instructional Information and Online/Blended Course Instructional Information
 - a. Type of Instruction (Lecture, lab, tutorial, etc.)
 - b. Location (on-campus, off-campus)
 - c. Repeatable (Is the course repeatable for credit?)
 - d. Contact Hours & Number of Class Sessions per week (Lecture classes require one hour for each credit; laboratories require two hours for each credit.)
 - e. Facilities (equipment, space, etc.) if applicable
 - f. Type of technology (if applicable)
 - g. Class size limit (i.e., maximum enrollment) with a justification for this limit
 - h. Grading method (i.e., regular letter grade or pass/fail)
6. Indicate Frequency of Course Offering (for example, annually, biannually, fall/spring, summer):
7. Course Designation: Is the course to be designated liberal arts (LA)? (Note: Many graduate education programs require their students to enroll in a certain number of liberal arts courses. The LA designation is helpful when registering and designing the plan of study.)
8. Prerequisite(s): List course prerequisites, co-requisites, and/or concurrent courses.
9. Restrictions: Restrictions limit registration by including or excluding specific majors, student levels (UG/GR) or class types (Junior/Senior). Would you like to include or exclude particular students?
10. Is the course to be required in the department's program(s) or is it an elective? Please specify.

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Part II: In-Depth Narrative Justifying Recommendation by Department

Course proposals for seated, online, and/or blended courses require submission of Part I and II.

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 assessing student performance.
2. Explain the relation of this course to the department's overall goals, its other course offerings, and its present programs.
3. Describe how the course is to be staffed, giving the names and qualifications of regular faculty who will teach it.
4. Are there adequate resources to support this course? Describe (specify, document) the cost (budgetary impact) of the course, including personnel, library, computer/equipment, laboratory, materials and supplies, and other anticipated expenses.
5. Describe the department's plans for evaluating the merits of this course.
6. Attach a model syllabus showing information to be given to the students on the first day of class. If you are applying to have the course approved for BOTH seated and online/blended formats, please attach two versions of the model syllabus (one corresponding to each format). Model syllabi should include (but are not limited to) the following:
 - a. Course title and number
 - b. Course catalog description
 - c. Course objectives/learning outcomes
 - d. Listing of topics to be covered
 - e. Include visual media to be used; texts, including the author's name, date of publication, title, publisher and ISBN; and other readings
 - f. What are the technological requirements for successful performance in this course?
 - g. Grading method, including a breakdown showing the percentage of the grade to be determined by each assignment, examination, etc. **Include at least one sample rubric that will be used to assess an assignment. (NOTE: For online and/or blended course proposals, the committee expects clarity regarding how you will assess non-traditional work, such as discussion postings.)**

Examples of rubrics may be found at the following links:

 - Rubric for evaluating papers: <http://www.cortland.edu/GEAR/WritingRubrics.Final.pdf>
 - Rubric for evaluating mathematics: <http://www.cortland.edu/gear/mathpanel.html>
 - Rubric for evaluating critical thinking:
<http://www.cortland.edu/gear/criticalthinkingpanel.html>
 - h. Academic Integrity Statement
 - i. Attendance policy/participation
 - j. Statement on individuals with disabilities

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Part III: Key Factors to be Addressed in Developing Your Online and/or Blended Course Proposals

In addition to Parts I and II, online and/or blended course proposals require submission of Part III.

Please address the following points:







1. Is this course entirely online or is it a blended course? If it is a blended course, please state the percentage of the course that will be offered online.
2. 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.
3. 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?
4. Mode of Evaluation and/or Assessment: How will you account for the requirements of evaluating and/or assessing this online course at a distance?
5. 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?
6. Development of Online Learning Community: Which strategies will you use to develop an online learning community?

Reminders

My new graduate course proposal:

- includes a cover sheet that has been signed by the appropriate governing bodies
- addresses the required sections of the course proposal form
- contains an attached sample syllabus which incorporates:
 - Course objectives/learning outcomes
 - Course overview
 - Sample textbooks or materials used
 - Methods of evaluation and grading
 - Rubric for assessing an assignment

New Graduate Course Proposal 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