

Change of Course Proposal

**NOTE:** Changes to *Course Prefix and/or Course Number* require completion of a *New Course Proposal* rather than this Course Change Proposal.

**SECTION I: KEY INFORMATION**

|  |   |
|--|---|
| Submission date  | 1/14/2021   |
| Proposed by (faculty only)   | Professor William Tucker  |
| Presenter (faculty only)   | Professor Robert Olancin  |
| <b>NOTE:</b> Faculty presenter must be present at the Curriculum Committee meeting or the proposal will be returned to the School to be resubmitted for a later date.  |   |
| School   | Arts, Humanities, and Social Sciences                                   |
| Course prefix, number, and title   | EAP 1500, EAP 1520, EAP 1540, EAP1560, EAP 1600, EAP 1620, and EAP 1640 |
| <p><b>NOTE:</b> Proposer <b>MUST</b> run an <b>Impact Report</b> (Course Catalog Search) to determine all programs, certificates, and courses that may be affected by the proposed change(s) and enter all below. Please explain how these programs/certificates/courses are affected, and if additional actions are necessary to accommodate the proposed changes (e.g., updating course descriptions or other Catalog pages).</p> <p>Upload the Impact Report into <b>Section VI</b> or as an attachment to your Curriculog proposal. For help with this step, please email <a href="mailto:Curriculog@fsw.edu">Curriculog@fsw.edu</a></p> <p>Programs, Certificates, and/or Courses affected by the proposed changes, explanation of effects and any additional modifications necessary to accommodate changes:</p> <p>Impact Reports are not necessary, as change is to a rule listed on these 7 individual courses, for which syllabi have been appended.</p> |   |
| <p><b>NOTE:</b> Proposer <b>MUST</b> append a <b>Catalog page</b> with changes marked for <i>each</i> affected Degree Program or Certificate, including any changes to General Education. Additional instructions for marking and attaching Catalog pages are given in <b>Section VI</b>.</p>  |   |

**SECTION II: TERM IN WHICH ACTION WILL BECOME EFFECTIVE**

|  |           |
|--|-----------|
| <p><b>NOTE:</b> Course Changes must be submitted by the dates listed on the published Curriculum Committee Calendar. Actions approved in the Fall semester take effect in the following academic year. Actions approved in the Spring semester take effect after one additional year. Syllabus changes may take effect sooner. <b>Exceptions to published deadlines or effective dates must receive approval from the Academic Dean and Provost.</b></p> |           |
| Academic term in which approved action will take effect  | Fall 2021 |

**If requesting an exception to the effective date, provide an explanation below.**

**Explanation for exception:**

The effective date stated (Fall 2021) is an exception to the Curriculum calendar timeline (Course Change proposals received after 1/11/21 deadline go into effect in Fall 2022), so will need Provost's approval.

### **SECTION III: PROPOSED COURSE CHANGES**

#### **Summary of Proposed Changes**

Please provide a summary list or brief description of proposed changes. *Insert details in following sections as needed.*

**The course descriptions for all level 5 and 6 EAP courses need to be changed to indicate students may apply up to a maximum of 12 credit hours of EAP college-level credits towards a degree.**

#### **Justification for Proposal**

Please provide justification for each proposed change.

The course description in the catalog incorrectly indicates only 6 hours may apply towards a degree.

**NOTE:** Complete the next section by indicating proposed course changes. **Skip fields that are not applicable** to your curriculum action.

#### **Change of School or Department**

From:

To:

#### **Change Course Title**

From:

To:

#### **Does the Course Title change affect other sequenced courses?**

(Ex: If changing *Guitar I* to *Intro to Guitar* will *Guitar II* also be renamed?)

No

IF YES, list all course changes in the sequence.

#### **Change Course Description**

From: (Only the description listed after the asterisk) Students may apply up to a maximum of 6 credit hours of EAP college-level credits toward a degree.

To: (Only the description listed after the asterisk) Students may apply up to a maximum of 12 credit hours of EAP college-level credits towards a degree.

#### **Change Topic Outline**

|   |  |
|---|--|
| <b>From:</b>  |  |
| <b>To:</b>  |  |
| <b>Change Course Prerequisite(s)</b>  | <b>From:</b><br><b>To:</b>   |
| <b>Provide justification for the proposed changes to pre-requisite(s).</b>  | <b>Enter pre-requisite justification</b>                                 |
| <b>Change Course Corequisites</b>   | <b>From:</b><br><b>To:</b>   |
| <b>Provide justification for the proposed changes to co-requisite(s).</b>   | <b>Enter co-requisite justification</b>                                  |
| <b>Should this course be listed as a corequisite on a paired course?</b><br>(Ex. CHM 2032 and CHM 2032L are “paired corequisites.”)   | <b>No Change</b><br><b>Course(s) and co-requisite(s):</b>                |
| <b>Change Minimum Grade</b><br>(Include minimum grade if higher than a D)   | <b>From:</b><br><b>To:</b>   |
| <b>Change Course Credits or Clock Hours</b>   | <b>From:</b><br><b>To:</b>   |
| <b>Change Contact Hours (faculty load)</b><br>(Ex.: ESC 1000C is 3 credits with 4 contact hours for instructor/lab prep.)   | <b>From:</b><br><b>To:</b>   |
| <b>Change Grade Mode</b>  | <b>Choose an item.</b>   |
| <b>Change Credit Type</b>   | <b>Choose an item.</b>   |
| <b>Should any Degree or Major Restriction codes be listed on this course?</b><br>(i.e., “This course may only be taken by students who have been admitted to X Program”)  | <b>List applicable Major or Degree Restriction codes:</b>                |
| <b>Change repeatability status of course? *</b><br><i>*Not the same as Multiple Attempts or Grade Forgiveness</i><br>A repeatable course may be taken more than once for additional credits. (Ex: MUT 2641, a 3- credit course, can be repeated 1 time for a maximum of 6 credits). | <b>No change</b><br><b>If repeatable, list maximum number of credits</b> |
| <b>Change General Education status of course?</b>   | <b>No change</b>   |

|  |           |
|--|-----------|
| Change Writing Intensive designation?                  | No change |
| Change “International or Diversity Focus” designation? | No change |

**SECTION IV: Changes to Learning Objectives (Information Only)**

**Changes to Course Competencies, Learning Outcomes and Objectives:**

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|--|----|
| <b>Changes to Syllabus Section IV - A. General Education Competencies – 1. Integral and/or 2. Supplemental</b>   |    |
| <b>NOTE:</b> All FSW courses must include <i>one or more</i> “Integral” and <i>zero or more</i> “Supplemental” General Education CREATIVE competencies. <i>Course objectives/outcomes</i> that support the selected General Education Competency should be listed directly under the competency. |    |
| <b>Changes to 1. Integral General Education Competency or Competencies:</b>  |    |
| From:  |    |
| To:  |    |
| <b>Changes to Course Outcomes/Objectives supporting each Integral competency: (If outcomes are changing under more than one Integral Competency, please list accordingly.)</b>   |    |
| From:  |    |
| To:  |    |
| <b>Changes to 2. Supplemental General Education Competency or Competencies:</b>  |    |
| From:  |    |
| To:  |    |
| <b>Changes to Course Outcomes/Objectives supporting each Supplemental competency: (If outcomes are changing under more than one Integral Competency, please list accordingly.)</b>   |    |
| From:  |    |
| To:  |    |
| <b>Changes to IV - B: Florida Statute requirement</b>  |    |
| <b>NOTE:</b> Part B is ONLY included on syllabi for <i>General Education Core courses</i> . All other syllabi (including “ <i>other General Education</i> ” courses) OMIT this statement.  |    |
| <b>Are you requesting a course status change under part B?</b>   | No |

|  |                |
|--|----------------|
| <p><b>If YES, complete the sentence by selecting the appropriate option from the drop-down menu.</b></p> <p><i>B. In accordance with Florida Statute 1007.25 concerning the state's general education core course requirements, this course meets the general education competencies for:</i></p>  | Not Applicable |
| <p><b>Changes to IV - C. Additional Course Learning Objectives or Outcomes</b></p> <p><b>NOTE:</b> This section is for additional course-specific learning objectives that do not contribute to assessment of the General Education Competencies listed above. For all courses <i>other than the General Education Core courses</i>, this section will be labeled <b>IV - B:</b> on the course syllabus.</p> |                |
| <p><b>Changes to Course Learning Objectives and/or Outcomes:</b></p> <p>From:</p> <p>To:</p>   |                |

## **SECTION V: IMPACTS OF PROPOSED CHANGES AND FACULTY ENDORSEMENTS**

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| <p><b>Will the proposed change(s) affect the <i>budgets</i> of any programs or departments?</b></p>  | No  |
| <p>List affected departments or programs and explain the <i>budgetary</i> impacts.</p>   |     |
| <p><b>Have you discussed the <i>academic and/or budgetary impact</i> of the proposed changes with affected parties, including Deans?</b></p> | N/A |
| <p>Provide detailed information about your discussion:</p>   |     |
| <p><b>Will the proposed change(s) impact Library services or budgets?</b></p>  | No  |
| <p><b>Have you discussed impacts with the Libraries' Collection Manager?</b></p>   | N/A |
| <p><b>Faculty Endorsements for Change of Course</b></p>  |     |
| <p><b>NOTE:</b> Proposals will be returned if faculty endorsements are not provided.</p>   |     |
| <p>List names of department/program faculty who support this proposal.</p>   |     |
| <p>Professor William Tucker and Professor Robert Olancin</p>   |     |

## **SECTION VI: ATTACHMENTS**

Please save all documents in Word format (.doc, .docx) rather than pdf.

- **Impact Report:** Attach Impact Report or Course Catalog Search showing Programs, Certificates, and Courses impacted by the proposed course changes.
- **Catalog Changes:** Attach Word files [with Track Changes on] indicating changes to all Catalog pages that are affected by this Change of Course Proposal.

- **New Course Syllabus** [Master] reflecting proposed changes, as appropriate
  - **INSTRUCTION:** To make changes to Syllabus Section IV, you will need to obtain an “unlocked” version of the Master Syllabus from your School’s Administrative Assistant. Use Word’s *Track Changes* function to show all proposed changes on the Syllabus Master.
- Any relevant supporting documents justifying changes

**UPLOAD THIS PROPOSAL AND ALL NECESSARY ATTACHMENTS TO CURRICULOG.**