2.2 New Course Proposal

Approval Process Type: Course

Proposal Title: Course Prefix, Course Number, A. Course Title

Proposal Description: This proposal form is used to request the addition of a new course to the FSW course inventory. Upon approval, the new FSW course will also be activated in the Statewide Course Numbering System (SCNS). Please note that requests to include General Education, Writing Intensive, International, and/or Diversity designations must go through the General Education Advisory Council (GEAC) prior to submitting a New Course Proposal to Curriculum Committee. Please contact GEAC for more information and instructions.

Workflow:

Originator

Department Chair/Program Director

Academic Dean

Vice President of Academic Affairs (Exception Only)

Student Affairs (Office of the Registrar and Advising)

Curriculum Committee (Accepted for Agenda)

Originator (Modifications)

Curriculum Committee (Final Review)

Vice President of Academic Affairs (Final Approval)

Office of Accountability (AASPIRE)

Assistant Registrar

# General Information

**Beginning Steps**

1. **Course Inventory Search:** Consult with the Office of the Registrar to see if the proposed course exists in the FSW course inventory. If so, you should complete a **Course Change Proposal** instead.
2. If this is a new course at FSW, you may begin a **New Course Proposal** in Curriculog. Please consult with your department chair/program director and dean to build a justification for the new course and complete specific information on this form. Your department chair/program director and/or dean can assist with required state information, including searching the **Statewide Course Numbering System** (SCNS) for similar courses.

1. **New Course Prefix:** If you are proposing a new **course prefix**that does not exist in the FSW course inventory, please notify your dean, who is responsible for updating the credentialing manual and any necessary Faculty Qualification Forms (FQF).
2. **New Course Proposal + Course Discontinuation Proposal:** If the new course will replace an equivalent course in the FSW catalog and/or course inventory, you will also need to complete a **Course Discontinuation Proposal** to deactivate the old course. A Course Discontinuation Proposal is required when SCNS has directed immediate change of an existing course in the FSW catalog (e.g., when SCNS assigns an updated course number). If the new course is being created at the department’s discretion to replace an existing catalog course, you may choose to delay discontinuing the old course until it is taught out or students who need it to fulfill degree requirements have graduated. In this case, the new course title must differ from the old course, because two courses with the same name cannot simultaneously appear in the course inventory.
3. **Launch for Review and SCNS Verification:** When you have completed the New Course Proposal, launch it into the Curriculog routing and approval workflow.

Note: Once the Curriculum Committee and Vice President of Academic Affairs (VPAA) have approved the New Course Proposal, the Office of the Registrar will submit all pertinent information to SCNS. SCNS will conduct a review of records, verify or assign an appropriate course prefix and number, note any concerns, and email a response. Please note that it takes about 10 business days to receive a response from SCNS. The new course will **not** be created in the FSW course inventory until issues have been mutually resolved.

**Please scroll to the bottom to see the list of attachments you will need to include with this proposal.**

# Section I: Submission Information

Complete the information below (**all fields are required**).

**Submission and Meeting Dates\***

Field Type: Text Field

*Help Text: Enter the date this proposal is being submitted AND the intended Curriculum Committee meeting date (e.g., 08/05/20XX for the 09/05/20XX Curriculum Committee meeting).*

**Faculty Proposer(s)\***

Field Type: Text Field

Validation: Alpha

*Help Text: Only faculty members may submit curricular proposals. Please do not give your credentials to anyone who is not authorized to submit a proposal.*

**Faculty Presenter\***

Field Type: Text Field

Validation: Alpha

*Help Text: Faculty presenter and a representative from the corresponding dean’s office must attend the Curriculum Committee meeting or the proposal will not be heard.*

**Hierarchy Owner (Department)\***

Field Type: Drop-down Menu

Legend Field: Department

System Required: Hierarchy Entity

Data Set: All Entities

Single Select

*Help Text: After selecting the department, “Save All Changes” and view the route for this proposal to ensure that your department chair/program director and dean are listed. If the wrong department chair/program director and/or dean is listed, please adjust your department selection before launching the proposal.*

**Justification for new course\***

Field Type: Text Area

*Help Text: Please explain why this new course is being created, how it fits into existing curricula, and how it will benefit students. Please note if the course is part of a program, certificate, or pathway under development.*

# Section II: Effective Dates

**Please refer to the Curriculum Committee Calendar for proposal deadlines and effective dates. This calendar is available in the Document Manager and the Curriculum Committee Canvas course.**

Generally, actions approved in Fall take effect in Fall of the following academic year and are published in the upcoming course catalog. Actions approved in Spring take effect in the Fall of the next *calendar* year. Syllabus changes may take effect sooner.

Changes to published catalogs are rare and will only be made with approval from the Vice President of Academic Affairs (VPAA). Requested exceptions to the published deadlines or effective dates will be immediately routed to the VPAA for approval. No action will be taken if the exception is not approved.

**Published Effective Date for Approved Action\***

Field Type: Drop-down Menu

Data Set: Published Effective Date for approved action

Single Select

*Help Text: If you are not requesting the effective date published on the Curriculum Calendar, select “[Exception].”*

**Requested Effective Date for Exception**

Field Type: Drop-down Menu

Data Set: Requested Effective Date for Exception

Single Select

*Help Text: Choose N/A if not requesting an exception to the published effective date.*

**Reason for Requesting Exception to Effective Date**

Field Type: Text Area

*Help Text: Enter N/A if not requesting an exception.*

# Section III: Proposed Course Requirements

All questions in this section are **required**.

Enter the proposed course prefix and number in the fields below. You may search SCNS for an applicable course prefix and/or number (i.e., of a similar course at another Florida college or university). Alternatively, select the appropriate course prefix from the drop-down menu and enter a generic course number of x999. Replace the x with the proposed level of the course (1 = 1st year, 2 = 2nd year, etc.).

Note: Remember that the Office of the Registrar will forward all pertinent new course information to SCNS for review. If SCNS assigns a different course prefix and/or number, these fields will be updated by the Office of the Registrar and you will be notified.

**Course Prefix\***  **Course Number\***

Field Type: Drop-down Menu Field Type: Text Field

System Required: Prefix System Required: Code

Data Set: Prefix Validation: None

Single Select

*Help Text: If you are proposing a course prefix that is NOT on the drop-down list, please select “\*New\*” and enter the new prefix in the text box below.*

**New Prefix**

Field Type: Text Field

Validation: Alpha

Max Length: 3

**Lab Designation\***

Field Type: Vertical Radio Set

○ “L” for laboratory only

○ “C” for combined lecture/lab

○ N/A

**Honors Course\***

Field Type: Horizontal Radio Set

○ Yes

○ No

## Course Specifications

1. Course Title
2. Course Description
3. Course Prerequisites
4. Course Corequisites)
5. Credit Type
6. Course Credits or Clock Hours
7. Faculty Workload
8. Repeatability (2 questions)
9. Grade Mode
10. Minimum Grade
11. General Education Designation
12. Writing Intensive Designation
13. International Designation
14. Diversity Designation

**A. Course Title\***

Field Type: Text Field

**B. Course Description\***

Field Type: Text Area

**C. Course Prerequisites\***

Field Type: Text Field

**D. Course Corequisites\***

Field Type: Text Field

Note: You must also submit a **Course Change Proposal** for each corequisite course.

**E. Credit Type\***

Field Type: Drop-down Menu

Data Set: Credit Type

Single Select

**F. Course Credits or Clock Hours\***

Field Type: Text Field

*Help Text: Please type “X credits” or “X clock hours” as applicable.*

**G. Faculty Workload\***

Field Type: Text Field

*Help Text: Please enter the faculty workload (number of lecture and/or laboratory hours per week) that will be assigned for this course. For example, a 3-credit lecture course or a 1-credit science laboratory = 3 hours/week faculty workload.*

**H1. Is this course repeatable for credit?\* H2. If yes, list the**

**maximum number of credits the**

**student may earn (including the first**

**passing attempt).**

Field Type: Horizontal Radio Set Field Type: Text Field

○ Yes

○ No

*Help Text: Repeatability is NOT “Grade Help Text: “LIT 2201 Special Topics in*

*Forgiveness.” Repeatability allows a student Literature (3 credits) is repeatable once*

*to take the same course more than once for for a maximum of 6 credits.”*

*credit. The grade for each attempt is calculated*

*into the GPA and Course Completion Rate.*

**I. Grade Mode\***

Field Type: Drop-down Menu

Data Set: Grade Mode

Single Select

**J. Minimum grade required to pass the course\***

Field Type: Text Field

*Help Text: If Standard Grading is chosen, the minimum grade to pass a course is “D.” Certain degree programs or certificates may require a minimum grade of “C” in one or more courses to graduate.*

## GEAC Course Designations

**K. Will this course be designated General Education (GE)?\***

Field Type: Horizontal Radio Set

○ Yes

○ No

**L. Will this course be designated Writing Intensive (WI)?\***

Field Type: Horizontal Radio Set

○ Yes

○ No

**M. Will this course be designated International (I) focus?\***

Field Type: Horizontal Radio Set

○ Yes

○ No

**N. Will this course be designated Diversity (D) focus?\***

Field Type: Horizontal Radio Set

○ Yes

○ No

Note: Please attach GEAC recommendations regarding these course designations in Section VII below.

# Section IV: Proposed Course Requirements Affecting Syllabus Sections III and IV

The Topic Outline appears in Section III of the course syllabus. This is a brief list of topics to be covered in the course. Syllabus Section IV includes the General Education CREATIVE Course Competencies and Course Learning Outcomes. These are course learning objectives for which student performance will be assessed.

Copy all pertinent information from syllabus Sections III and IV into the fields below. The language on this proposal must match the language on your draft syllabus attachment.

**Topic Outline\***

Field Type: Text Area

*Help Text: Please copy this information from syllabus Section III.*

**Integral GE Course Competencies and supporting Course Learning Outcomes\***

Field Type: Text Area

*Help Text: Please copy this information from syllabus Section IV.A.1.*

**Supplemental GE Course Competencies and supporting Course Learning Outcomes\***

Field Type: Text Area

*Help Text: Please copy this information from syllabus Section IV.A.2. Enter N/A if there are no Supplemental GE Competencies.*

In FAC Rule 6A 14.0303, the state has identified **Core** General Education courses for each of the five GE areas (Communications, Humanities, Social Sciences, Mathematics, and Natural Sciences). Please see the **General Education Program Guide** (in the FSW catalog) for lists of Core vs. Additional GE courses.

State Core GE language should ONLY be included in Section IV.B. on syllabi for state-designated Core GE courses. The state has specified two course learning outcomes in each of the five Core GE areas. These should be listed in this section of the syllabus. Any “Additional Course Learning Outcomes” may be added under Section IV.C.

For all other courses, the state Core GE language should be deleted from the syllabus, and Section IV.B. should carry the title, “Additional Course Learning Outcomes.”

**Is this course identified by the State in FAC Rule 6A 14.0303 as a General Education Core course?\***

Field Type: Horizontal Radio Set

○ Yes

○ No

**If yes, in which of the five General Education areas is this a Core course?**

Field Type: Vertical Radio Set

○ Communications

○ Humanities

○ Social Sciences

○ Mathematics

○ Natural Sciences

**Other Course Objectives/Standards\***

Field Type: Text Area

*Help Text: Please copy this information from syllabus Section IV.C. (or IV.B. as relabeled). Enter N/A if there are no additional Course Learning Objectives.*

# Section V: State Information and Banner Coding

Please consult with your department chair/program director and/or dean to complete this section.

**Copy and paste the SCNS course profile description below (**[**http://scns.fldoe.org/scns/public/pb\_index.jsp**](http://scns.fldoe.org/scns/public/pb_index.jsp)**).\***

Field Type: Text Area

**ICS Code\***

Field Type: Drop-down Menu

Data Set: ICS Code

Single Select

**Institutional Reporting Code\***

Field Type: Drop-down Menu

Data Set: Institutional Reporting Code

Single Select

**Should any program restrictions be If yes, select all program restrictions.**

**listed for this course?\***

Field Type: Horizontal Radio Set Field Type: Drop-down Menu

○ Yes Data Set: Program Restrictions

○ No

*Help Text: Program restrictions are indicators*

*on a course that restrict registration to students*

*enrolled in (a) specific program(s) (e.g., Nursing, A.S.;*

*Elementary Education, B.S.).*

**Course Attributes\***

Field Type: Drop-down Menu

Data Set: Course Attributes

*Help Text: Please choose “AA - AA Course” unless program restrictions are listed above.*

## Course Replacement/Equivalencies

**Is this course replacing an existing FSW course?\***

Field Type: Horizontal Radio Set

○ Yes

○ No

*Help Text: If no, enter N/A for the next 4 questions.*

**Was a change of course prefix/number requested by SCNS?\***

Field Type: Horizontal Radio Set

○ Yes

○ No

○ N/A

**Indicate the course prefix and number of the course to be replaced.\***

Field Type: Text Field

*Help Text: Enter N/A if not applicable.*

**Will the new course be equivalent to the course it is replacing?\***

Field Type: Horizontal Radio Set

○ Yes

○ No

○ N/A

Note: A **Course Discontinuation Proposal** must be submitted when replacing another course in the FSW course inventory, including when SCNS has directed a change of course prefix/number. Faculty may delay discontinuation of courses that are included in a teach-out plan (e.g., accompanying a **Program/Certificate Discontinuation Proposal**).

**Are you submitting a Course Discontinuation Proposal for the course that is being replaced?\***

Field Type: Horizontal Radio Set

○ Yes

○ No, not at this time

○ N/A

**If not, please explain.**

Field Type: Text Area

# Section VI: Impacts and Endorsements

## Impacts

Click the **Impact Report** button at the top of this proposal. When the report displays, right-click on it and select “PRINT: Save as PDF” (from the drop-down menu). Please title this document with the course prefix and number, then “Impact Report.” The Impact Report for a **new course** should return “no results.”

**Who is the intended student audience for this course? What students will this course benefit?\***

Field Type: Text Area

**How might this course benefit students matriculating to a baccalaureate degree program?**

Field Type: Text Area

*Help Text: Please refer to the Statewide Postsecondary Articulation Manual for more information.*

**List FSW degree programs and/or certificates that will include this new course.\***

Field Type: Text Area

*Help Text: List any programs to which this course may be applied, including the A.A. and/or any specific A.S., B.S., B.A.S., or certificate programs. Enter N/A if not applicable.*

**Have you discussed this new course with leaders of affected programs/departments?\***

Field Type: Horizontal Radio Set

○ Yes

○ No

○ N/A

Note: New Course Proposals will **not** automatically update related courses, programs, or certificates. Additional curricular proposals may be required to enact substantive changes in affected courses, degree programs, or certificates (e.g., adding the new course to a program/certificate, changing prerequisite/corequisite on linked courses).

**List any additional curricular proposals being submitted that include or are affected by this new course. Under each type of proposal, please list the titles of courses, programs, and/or certificates that will be modified to accommodate the proposed new course.\***

Field Type: Text Area

*Help Text: Examples include Program/Certificate Change Proposal or New Program/Certificate Proposal (e.g., to add the new course as a requirement or elective), Course Change Proposal (e.g., to add the new course as a prerequisite or corequisite), and/or Course Discontinuation Proposal. If none, enter N/A.*

## Faculty Endorsements

Before completing the next field, originators must circulate a written copy of the curricular proposal and key supporting documents (e.g., syllabus) to department/program colleagues for review and approval. Alternatively, faculty may review in Curriculog after the originator has launched a proposal, but before the originator approves the proposal.

Prior to approving, the originator should adjust the proposal according to departmental feedback and enter the names of faculty members who have endorsed the final draft. Proposals will be returned if faculty endorsements are not provided.

**List of department/program faculty and instructors who support this proposal\***

Field Type: Text Area

**List of department chairs, program directors, deans and/or program administrators who support this proposal\***

Field Type: Text Area

*Help Text: Please list department chairs, program directors, deans, or other program administrators who have agreed to sponsor or integrate this course. It is especially important to obtain endorsements for courses that will be incorporated in multiple programs.*

# Section VII: Attachments

Submit the following in the requested document format. Please use this standard for naming attachments when possible: Course prefix, course number, and type of document. For example, “PSY 2012 Track-Changed Syllabus.”

1. **Impact Report** (PDF)
2. **Syllabus**

* Request an unlocked copy of a current syllabus in the same discipline from your school’s administrative assistant. Upon approval, this will become the master syllabus for the new course.
* Enter relevant information in syllabus sections I-IV only. Edit the course title in the header if necessary.
* Submit in Word format (.doc or .docx) as an attachment to this proposal.

1. **Documentation supporting new course creation and designations**

* Documents that support the proposed new course, such as department/advisory board meeting minutes, letters of support, etc.
* GEAC recommendation regarding GE, WI, D, and/or I course designations.
* SCNS verification email [to be appended by Assistant Registrar upon receipt]