TO: The Academic Senate
FROM: Committee on Instruction & Curriculum (CIC)
SUBJECT: Modification of the “New Course Request” Form
PURPOSE: For Information to the Academic Senate

ACTION REQUESTED: Information to the Senate regarding the modified New Course Request form and the added language to the Curricular Procedures Manual; effective Fall 2011.

BACKGROUND INFORMATION: Early in the fall quarter, the Office of the Associate Vice President for Academic Programs and Graduate Studies alerted CIC to the need to amend our New Course Request Form and the relevant section of the Curricular Procedures Manual in order to bring our campus into compliance with Chancellor's Office Policy on Dual-Listing of Courses. (Dual-listed courses are those in which the same class (instructor, time, etc.) contains both undergraduate students receiving undergraduate credit AND graduate students receiving graduate credit.)

The attached documents show the exact language suggested by the AVP for APGS. This proposal was discussed and approved unanimously by CIC at its October 4, 2010 meeting.
New Course Request (CPM text)

You have decided that a new course in your department is needed. Once the approval of the Department Chair has been obtained, complete a New Course Request form, following the instructions found in brackets. (Remember to delete the bracketed text as you respond to each item.) Direct any questions regarding completing the form to your College Curriculum Coordinator. After completing the New Course Request form, submit it to your College Curriculum Coordinator for placement on the next agenda of your College Curriculum Committee. The College Curriculum Coordinator is responsible for providing his/her departments with the deadline dates for submitting New Course Requests.

If this course is at the graduate level, Chancellor's Office policy EP&R 82-39 states that a "graduate course requires: a) the identification and investigation of theory or principle, b) the application of theory to new ideas, problems, and materials, c) extensive use of bibliographic and other resource materials with emphasis on primary sources of data, and d) demonstration of competence in the scholarly presentation of the results of independent study. Satisfactory completion of a graduate course requires more creative thinking than an upper division course."

Cross-listed courses are those that are identical, except for the course prefix. One New Course Request must be submitted for each of the two departments.

Dual-listed courses are those that are identical in content with the undergraduate and graduate students taught in the same classroom, with the same instructor, and at the same time. The exception is that the students earning graduate credit will be required to "complete at least one additional assignment." Also, "the quality of the graduate student's written and oral performance in the course normally would be at least one grade point higher than that of an undergraduate. Performance expectations for undergraduate students enrolled in graduate-level courses are such that where campus policy permits undergraduate enrollment in a graduate, the quality of the written and oral performance of undergraduates in the course normally would be at least half a grade point higher than that of an undergraduate enrolled in an undergraduate course (Chancellor's Office policy EP&R 82-39)."

If both the upper-division and the graduate level versions of the dual-listed courses are being proposed at the same time, one New Course Request form must be submitted for each of the two courses.

After the approval of the College Curriculum Committee and the Dean and/or Associate Dean, the College Curriculum Coordinator is responsible for posting to the Team Discussion section of the Academic Programs and Graduate Studies (APGS) Curriculum SharePoint site (https://sharepoint.csueastbay.edu/sites/aa/apgs/curr/default.aspx), the college-approved New Course Request form. Deans, Associate Deans, Department Chairs, Program Directors, and the Articulation Officer (using the site’s E-mail Alert system set up individually by the people in these groups) are responsible for reviewing the proposal and noting any concerns and/or helpful feedback via the Team Discussion section of the Curriculum SharePoint site. The College Curriculum Coordinator will monitor the site and forward any objections to the appropriate people in that College. After five working days, if there are no objections, or after an objection has been considered, the curriculum proposal is eligible to be reviewed by APGS. The College Curriculum Coordinator sends the New Course Request as an e-mail attachment to the University Curriculum Coordinator in APGS. The University Curriculum Coordinator will ensure that the proposal is reviewed by the Associate Vice President in APGS.

New Courses that are part of a program proposal (new/modified option, etc.) or courses that have unresolved disputes by other departments will require review beyond the Associate Vice President, namely the Committee on Academic Planning and Resources (CAPR) (only if resources are involved), Committee on Instruction and Curriculum (CIC), the Executive Committee of the Academic Senate, the Academic Senate, and the President of the University. A final copy of a proposal not needing CIC or Senate approval is sent via e-mail attachment from the University Curriculum Coordinator to the College Curriculum Coordinator. A final copy of a proposal needing CIC and Senate approval will be forwarded to the Academic Senate Office by the University Curriculum Coordinator for review by the appropriate committees.
If the Department requires additional approvals for the New Course, please refer to the appropriate chapter(s) in the Curricular Procedures Manual to learn how to seek those approvals:

1) General Education Requirement—Application of New or Existing Course to a General Education Requirement chapter.
3) University Writing Skills Requirement—Application of New or Existing Course to the University Writing Skills Requirement chapter.

New courses may be added to the Class Schedule in any of our four quarters, as long as the submission deadline dates are followed. These submission deadlines may be obtained from your College Curriculum Coordinator. New Courses are added to the next available University Catalog (on-line only in odd years; on-line and paper in even years) only in Fall Quarter when the catalog is next published.

Routing of New Course Request Form

1) Faculty Member via Department Chair or Department Chair
2) College Curriculum Coordinator
3) Dean and/or Associate Dean
4) College Curriculum Committee

The order of steps 2), 3), and 4) above may vary depending on your College. Consult your College Curriculum Coordinator for the proper routing in your College.

5) College Curriculum Coordinator alerts all university Department Chairs, Program Directors, Associate Deans, Deans, and the Articulation Officer to review the college-approved curriculum request under the Team Discussion section on the Academic Programs and Graduate Studies Curriculum SharePoint Site https://sharepoint.csueastbay.edu/sites/aa/apgs/curr/default.aspx.
6) After five working days, the College Curriculum Coordinator sends the New Course Request as an e-mail attachment to the University Curriculum Coordinator in APGS.
7) University Curriculum Coordinator forwards proposed curriculum request to the Associate Vice President of APGS for review.
8) University Curriculum Coordinator forwards the final, approved copy to the College Curriculum Coordinator.

If the new course is being disputed by another department, or is part of a program proposal, 1-7 above remains the same, but approval by 9-13 is also needed, followed by 14:

9) Committee on Academic Planning and Resources (CAPR)* (only if resources are involved)
10) Committee on Instruction and Curriculum (CIC)*
11) Executive Committee of the Academic Senate (EXCOM)*
12) Academic Senate*
13) University President
14) University Curriculum Coordinator forwards the final, approved copy to the College Curriculum Coordinator.

*If any of these committees require revisions, the University Curriculum Coordinator is responsible for sending the revised copy to the Academic Senate Office.
NEW COURSE REQUEST

The CSU Accessible Technology Initiative requires that all instructional materials be available in accessible formats. Departments will assure the instructional materials for the course will be accessible.

1. **DEPARTMENT:** [Name of department or program which offers the New Course.]

2. **ALPHABETICAL PREFIX:** [Type all letters in CAPS]

   **COURSE NUMBER:** [Check Course Inventory to make sure number has not yet been used. Check with Department chair, Dean/Associate Dean, or college Curriculum Coordinator. Course numbers may only be used once, even if course is no longer offered.]

   **FULL TITLE** in Catalog: [maximum of 100 spaces]

   **SHORTENED TITLE FOR CLASS SHEDULE** if full title is over 30 spaces: [maximum of 30 spaces]

   **UNIT VALUE** of course: [Number of units each student will earn for passing this course. Component Units.]

3. **CATALOG DESCRIPTION**

   a) **Course Content:** [maximum of 40 words]
   b) **Prerequisite(s):** [Yes or No. If yes, examples are: COMM 1000; Consent of instructor; at least a 2.0 GPA.]
   c) **Co-requisite(s):** [Yes or No. If yes, example is: concurrent enrollment in BIOL 1003.]
   d) **Credit Restrictions:** [Yes or No. If yes, an example is: Not for biology major or minor credit.]

   Is this course replacing another course in your department where both can be considered equivalent for academic renewal purposes? [If yes, a Course Discontinuance Request for the current course must be submitted along with this New Course Request. Also, a credit restriction must be added to the New Course Request that states: Not open to those with credit for XXXX 1234.]

   e) **Repeatability:** [Yes or No. If yes, indicate how many total units a student can earn. For example, Repeatable for a maximum of 12 units. Or, May be repeated for credit for a maximum of 8 units when content varies.]

   f) **If the answer to e) above is yes, can students register for multiple sections of this same course in the same quarter:** [Yes or No.]

   g) **Cross-listing:** [Yes or No. If yes, list primary and secondary departments. A New Course Request must be submitted for each of the two departments. Cross-listed courses are those that are identical, except for the course prefix.]

   Primary Department: ___________________________ Secondary Department: ___________________________

   h) **Dual-listing:** [Yes or No. If yes, list the upper-division course number and title if this new course is at the graduate level or list the graduate course number and title if this new course is at the upper-division level.]

   Upper-division or Graduate level: Course # and Title
If both the upper-division and the graduate level courses are being proposed at the same time, a New Course Request form must be submitted for each of the two courses.

i) Miscellaneous Course Fee: [Yes or No. If Yes, amount must be given and approval must be obtained from the Campus Fee Advisory Committee, which is handled by the Office of the VP, Administration and Finance.]

j) Grading Pattern (A-F & CR/NC, etc.): [ABC/NC; CR/NC only; A-F or CR/NC (student choice); A-F only]

k) Hours/Week of Lecture: [If no activity or lab, entire unit value from #2 above is placed here. If there is an activity or lab component, then list only the non-activity/lab units here.]

l) Hours/Week of Activity or Lab (if needed): [If no activity or lab, indicate “none.” If there is an activity or lab component, then list only the activity/lab units here.]

m) Taught entirely on-line, on-ground, or hybrid (both): [On-line, On-ground, or Hybrid; if the answer is on-line or hybrid, also respond to the additional three questions below.]
   i. Describe the strategies for teaching this course either in an on-line or hybrid format. (Discuss the instructional methods for offering the course(s) content in an online or hybrid format)
   ii. Describe the experience, support and/or training available for the faculty members who will teach this online or hybrid course. (Discuss how you will ensure that faculty will know how to teach online or in a hybrid format.)
   iii. Assessment of online and hybrid courses. (Discuss how your department will assess the quality of the online and/or hybrid instruction to ensure it is equal or superior to your on-ground instruction).

n) Offered on state-support or self-support. [Indicate which one.]

4. COURSE INVENTORY DATA
   [All information needed to complete #4 can be found in Appendix B, Course Classification System and Faculty Workload Formula. Once you decide on the Instructional Format, the remaining information is based on the corresponding Course Classification Number and falls neatly into place. If the course contains an activity or lab component, in addition to a lecture, discussion, or seminar component, be sure to list both components and indicate the appropriate hours/week in “j” and “k” above.]

   First Component                      Second Component
   a) Instructional Format: [course component]
   b) Course Classification Number: [Course Classification Number]
   c) Class Hours/Week: [Instructor Contact Hours]
   d) Student Credit Units: [Component Units. Units earned]
   e) Workload Credit Units: [Component units x K-factor; d x e = f]
   f) Normal Limit/Capacity: [based on CS#. Note: Courses approved by the GE Subcommittee of CIC to satisfy GE Area C4 or D4 must have an enrollment capacity of 40. This maximum capacity is temporary and will again be reviewed in 2012.]

5. GENERAL EDUCATION-BREADTH REQUIREMENT(S), U.S. HISTORY-INSTITUTIONS REQUIREMENT, UNIVERSITY WRITING SKILLS REQUIREMENT to be satisfied. [Yes or No. If yes, which requirement? List Area and Subarea, if appropriate for GE and Category for the Code. Refer to the GE Chapter in this manual for an explanation of the procedure for getting this course approved for the requirement. Refer to the University Writing Skills Chapter in this manual for an explanation of the procedure for getting this course approved for the UWSR.]

6. JUSTIFICATION FOR/PURPOSE OF the proposed new course: [Why does this course need to be added? Will this course be used in one of your existing majors, options, minors, or certificates? If so, which one and how? Will the major, option, minor, or certificate need to be revised as a result of the addition of this course?]
7. **RESOURCE IMPLICATIONS:** [With the addition of this course, is there a need for additional student fees or other resources such as faculty, facilities, equipment, and/or library resources that will not be covered by the department budget.]

8. **CONSULTATION** with other affected departments and program committee:

   a) The following department(s) has (have) been consulted and raise **no objections**:
   [If there were no objections to this curriculum request after listing it on the Curriculum SharePoint site for five working days, type in the following: All Academic Departments and Programs at CSUEB were consulted using the Sharepoint Curriculum site and there were no objections.]

   b) The following department(s) has (have) been consulted and **raised concerns**:
   
   [If there were unresolved objections to this curriculum request after listing it on the Curriculum SharePoint site for five working days, indicate the objecting department or program below, along with the specific concern. If there were no unresolved objections, type in “None.”]
   
   Department: 
   Concern:

9. Certification of **DEPARTMENT APPROVAL** by the chair and faculty.

   Chair: ____________________________________________ Date: ______________
   [Have the Department chair sign a hard copy for the College Office files and type in the person’s name here.]

10. Certification of **COLLEGE APPROVAL** by the dean and college curriculum committee.

    Dean/Associate Dean: ________________________________ Date: ______________
    [Have the Dean or Associate Dean sign a hard copy for the College Office files and type in the person’s name here.]