TO: The Academic Senate
FROM: The Committee on Instruction and Curriculum
SUBJECT: 14-15 CIC 29: New Course Request Form Policy

PURPOSE: To alter the policy for new course proposals, specifically, the forms used for new courses, in advance of semester conversion

ACTION REQUESTED: That the Senate accept the new policy; effective upon the signature of the President

BACKGROUND:
As the University transitions from quarters to semesters, the curricular procedures manual needs some changes. Prior to making those changes, the policies must be recommended by the Academic Senate and approved by the President. Within the Academic Senate’s framework, CIC is largely responsible for policies indoctrinated in the curricular procedures manual.

At its meeting on May 4, CIC unanimously recommended the following policy regarding the new course request form.

PROPOSED POLICY:
The new course request form shall include the following information:

- Term (including semester, such as “Fall”, and year)
- First Catalog Year (CIC recommends that it be noted somewhere that the deadline is July 1, the year before the Catalog Year)
- The name of the Department or Program offering the course
- The Catalog prefix used, the course number (including suffixes, if any), the full title of the course, the shortened title (if need be) for class schedule purposes, the unit value of the course
• The Catalog description (no more than 40 words), prerequisites (with a reference to the current acceptable prerequisite policy), co-requisites, credit restrictions\(^1\), repeatability (including whether multiple sections can be taken concurrently and whether there is a units limit), cross-listing, dual-listing, course fees, allowable grading patterns, hours of lecture/lecture-equivalent contact per week\(^2\), hours of activity or lab per week\(^3\), format of the course (on-ground, on-line, hybrid), indication of whether the course is proposed as state-support or self-support (or both)

• “Course inventory” information (including the course capacity)

• Indication of whether the course is intended for GE or other graduation requirements (including, but not limited to, Code and Writing Skills), indication of whether the course is intended to serve other departments, indication of whether the course may be used for the program’s major and/or minor (note that the service and major/minor aspects of this would be new to the form)

• Justification for the new course\(^4\)

• Student learning outcomes for the course

• Resource implications of the new course

• Consultation regarding the new course

• Certification of approval by the department, and certification of approval by the College (or appropriate entity).

Before being put into use, CIC requests that a copy of the form APGS proposes be vetted by the Committee.

\(^1\) Up until the end of the first full year of semesters, this may be replaced with a note about “auto-articulation”, that is, how the semester course aligns with the quarter courses. It should be noted that this may not be one to one in that, for example, a year-long sequence (3 courses) on the quarter system might auto-articulate with a year-long sequence (2 courses) on the semester system.

\(^2\) With increasing use of online instruction replacing traditional lectures, there might be an alternative phrasing used.

\(^3\) Under the course numbering system proposed by CIC, labs and activities must have specific suffixes.

\(^4\) For the purposes of moving to semesters, this may be satisfied with a box indicating that this course is converted from a quarter-based course.