Overview of Proposed Changes to New Course Proposal Paperwork and Process	
The following items are currently required for proposing a new course: 1. Course Proposal Checklist 'form' 2.Curricular Transmission Form 3. Written Rationale with 5 different components 4. Syllabus	Proposed items for new course proposals: 1. One inclusive electronic form that combines only necess info from items 1-4 on the left

~~~~~~~~DETAILS~~~~~~~

CURRENT Course Proposal Requirements	PROPOSED CHANGE
Course Proposal Checklist	**Retire form, replace with new eletronic form:**
Includes abbreviated and complete course title, # weekly contact hours, and breakdown, 100 word course description, and a checklist	Include abreviated and complete course title, # weekly con and breakdown, and 100 word course description. See Appendix for how checklist will be modified.

Curricular Transmission Form (in quadruplicate)	**Retire form**
Includes course administrative info and signatures	Transfer necessary admin info to same electronic form as Identify necessary info as per COE, CAS, COBM, Grad C GenEd Committee, and WIFAC. *In Process*
Rationale (5 parts):	**Reduce "Rationale" as follows:**
Content: 1. Explain the importance to the program of proposing this new course, revising an old one, or changing the course's mode of delivery.	Change "Content" to "Context" Replace with 1 paragraph answer to this question: *"In one paragraph, contextualize the role of this course in your pro curriculum"*
Assessment: 2. Indicate which course objectives contribute to specific program goals. Explain the objectives of the course: e.g. what knowledge or understanding of the principles, modes of inquiry, or content of a discipline should students gain? what should students know or be able to do as a result of having completed the course? While this may be presented in a narrative form, a table of objectives/goals (or for course changes, old/new, each with	Reduce to the following statement *"Chair/Coordinator sig below signifies that objectives of this course are aligned w program goals, and that performance criteria against whic students' work will be measured are present and appropric*
3. For each objective, provide performance criteria against which students' work will be measured.	See above
4. What various instruments will the instructor use to measure students' success in reaching the above objectives (e.g. papers, exams, journal-writing, listserv participation, oral presentation)?	Retain, but restructure on electronic form as: Define studer and give percentage each contributes to final course grade.

CURRENT Course Proposal Requirements	PROPOSED CHANGE
Rationale (5 parts), *continued:*	**Reduce "Rationale" as follows: *(continued)***
5. How will the information about student performance gathered in (3) be used to improve teaching and student learning?	Reduce to the following statement, *"Chair/Coordinator sign below signifies that the Department has evaluated and appr means by which information on student perfomrance will be improve teaching and learning."*
Department Level Signatures: "Department" (typically signed by the person proposing the course) and "Chair"	Replace department level signatures with: *"Name of individu proposing course (if applicable): _____; Signature of inc department faculty member: _____; Signature of chair/coo*

Syllabus	**Not required; only the following components are require be filled in on the electronic form:**
	1. Course Description (100-word limit) 2. Course Objectives (numbered list) 3. Weekly schedule of topics (form will have slots entitlec 1", "Week 2", etc. to be filled in) 4. List of REQUIRED readings (not suggested or optional FULL bibliographic reference. Indicate which(if any) are required text. 5. Detailed list of student tasks/assignments that contribut grade. *"For each item, indicate the percentage to which it contributes to the final grade"* . syllabus.