



Academic Affairs – Course Proposal Form

Date:

Concerns Course Proposal for the Course:

Please attach the information requested below to every course proposal, except deletion of a course. A syllabus containing the information under 1. and 2. may be attached instead.

1. Expected Learning Outcomes

(Please describe what every student completing the course should have learned in the format: "Students will be able to: analyze, identify, create, demonstrate, present orally, write," etc., As a general rule of thumb, 4 to 8 major learning outcomes for a course is preferable).

Students will be able to:

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.

2. Assessment Strategies

(Please describe for each of the learning outcomes how it will be assessed by the instructor, e.g., exams and quizzes, student participation, reports, papers, portfolios, pre- and post tests, presentations).

Assessment Strategies for Learning Outcome:

- a.
- b.
- c.
- d.
- e.
- f.
- g.
- h.

3. Results of Assessment justifying the New Course, CourseChange, Pre/Co-Requisite Change, or Deletion.

The need for the proposed course / curriculum change should be based on assessment, such as:

- *Assessment of student learning outcomes (these can be grades, provided the grading criteria are made explicit);*
- *Interviews with students, staff, and faculty about meeting a particular need;*
- *Overall program assessment/review, e.g., senior student, alumni and/or employer input that the new course would be beneficial to the program; findings from Capstone course(s);*
- *Recommendations from advisory boards or other external constituencies;*
- *Documented study of positive experiences in sister institutions/programs with a similar course;*
- *Other sources relevant to the needs assessment.*

Please include numbers, statistics, and/or descriptive detail when providing the assessment results justifying the new course. Please discuss how the proposed course will meet the need indicated by the assessment results.