

UNDERGRADUATE CURRICULUM COMMITTEE MINUTES

Date: March 25, 2016

Attached is a PDF of the New Course Form. All of the changes discussed at yesterday's meeting have been included and are highlighted in yellow.

So, if you are in agreement with these changes and recommend them to the Academic Senate, please vote.

Vote by using the voting buttons at the top of this email, or reply to me with your vote, by 4:00 p.m. on Friday March 25.



The vote was 8 for, 0 against, and 2 abstaining.

rjrm

NEW COURSE PROPOSAL FORM

Department/College: _____ Reviewed CCN Database for this course
 Rubric: _____ Number: _____ Check if proposed Gen Ed course
 Title: _____ Check if ONLINE ONLY course
 Credits: _____
 Hours of lecture/week: _____ Hours of lab, studio, etc./week: _____
 Prerequisite(s): _____ Corequisite(s): _____
 Course rotation (F, Sp, Su): _____ Special fees (explain in #6, page 2): _____
 Instructor(s): _____
 Grading Mode (Graded or P/NP): _____
 Course Description (must start with a **verb**): _____
 Effective Term: _____

Originating Faculty

Typed name: _____

Signature

Date

Recommended by Department Chairperson

Signature

Date

Recommended by College Curriculum Committee

Signature of Chairperson

Date

Reviewed by College Dean

Signature

Date

Recommended by MSUB Graduate Committee

If appropriate

Signature of Chairperson

Date

Recommended by Undergraduate Curriculum Committee

If appropriate

Signature of Chairperson

Date

Recommended by Academic Senate

Signature of Chairperson

Date

Approval by MSUB Provost

Signature

Date

NEW COURSE PROPOSAL FORM

PLEASE ATTACH A STAFFING PLAN.

In order to allow the several committees which will be reviewing your request to understand your proposal, please provide the information listed below.

1. Does this course replace an existing course or courses? If so, which one(s)? Have you deleted the existing course(s)?

2. What is your rationale for offering this course? What will it contribute to the program?

3. What do you want your students to learn and how will you determine if they've learned?

4. Which resources have been identified that will enable you to teach the course effectively?

5. What resources are needed to teach this course effectively? (special equipment or software, space requirements, GA support, additional staffing requirements—please be specific)

6. Which other departments or programs will be affected by this course, and have you consulted with them? What was the result of that consultation?

7. Which, if any, General Education category does this course fulfill? (If any, please attach General Education cover sheet.)

6. What, if any, additional student fees are associated with this course?

7. Who will teach this course (included as part of current faculty load, new hire, part-time hire, other)? If there are budgetary implications due to this course addition, have they been discussed with appropriate administrators (Dean, Provost)?

Faculty and departmental chairs (or their designates) who propose changes may be asked to attend appropriate committee meetings to advocate the change or to answer any questions about the change that may arise.