COE Department Guidelines
New Course Proposal Checklist

Where do I find forms for New Course Proposals, Course Modifications, and Course Deletions?
  * These forms are accessed through a web-based system. All three forms can be retrieved via a drop-down menu and then printed at: http://jack.sfasu.edu:7778/cp/cp_selection.cp_main

How do I fill out a New Course Proposal form?
  * Directions can be found at: http://jack.sfasu.edu:7778/cp/cp_instructions.cp_display

Below, you will find helpful hints and guidelines found in Italics and parentheses for the different parts of the form. Your committee or representative is to go line by line to make sure your form adheres to this guideline. This will increase efficiency at the College and University level curriculum committees. The department curriculum representative is to INITIAL each step indicating that the step has been completed. The COE Curriculum Committee will not accept any Proposals, Modifications, or Deletions that have not gone through this checklist at the department level. Attach this form with any paperwork submitted.

Checklists seem to provide protection against failure. They remind us of the minimum necessary steps and make them explicit. They not only offer the possibility of verification but also instill a kind of discipline of higher performance. (p. 36)

Course Proposal: New Course (PRINT LEGIBLY)

1. Course prefix and number:

2. Effective Year/Term:

3. CIP CODE/10 digit program code: (Make sure it has a total of ten numbers. Do not enter the decimals if you utilize the online form. It only recognizes 10 entries and the decimals are counted as an entry.)

4. Short Course Title: (limited to 32 characters - including spaces)

5. Enter course description exactly as it will appear in the general/graduate bulletin. (Make sure this description matches EXACTLY with the course description on the submitted syllabus which is required.)

6. Prerequisites: (This must match what is included on the submitted syllabus which is required.)

7. College:

8. Department Teaching Course:
COE Department Guidelines
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9. Credit Hours:
   Maximum: Minimum: Maximum Hours counted toward degree:
   (If a lab is offered with this course, put the maximum number of credit hours that a student receives for the lecture and the lab combined.)

10. Maximum contact hours each week fall semester Lecture: Lab: Other:
    (If the instruction type on #13 is a practicum, seminar, or thesis, place the contact hours by "other")

11. May this course be taken more than one time each semester:

12. Grade Type:

13. Instruction Type:
    (If the instruction type is practicum, place the contact hours by "other")

14. Will this course require additional library resources:
    (If so, make sure you have contacted the appropriate library personnel to check for availability of resources.)

15. Does this course replace a course on the current/previous listed inventory:
    (Indicate "Yes" if you wish to delete a course from the system. Indicating yes will require the course indicated on #16 to be deleted from the system. Indicate "No" if this course is not replacing another course or is only replacing a course in the degree plan.)

16. If Yes list the prefix and number: If not applicable enter N/A:
    (Courses listed here will be deleted from the system and they need to have a "Delete Course Proposal")

17. What is the primary reason you are proposing this course?

18. Describe the place of the proposed course within your current curriculum. Will it be elective or required? Part of a major or a minor?

19. How does the proposed course differ from similar courses being offered at Stephen F. Austin?

20. Syllabus: Course Learning Goals
    List course objectives; describe what students who complete the course will know or be able to do.
    (It is suggested to place "See attached syllabus" here)
COE Department Guidelines
New Course Proposal Checklist

21. Syllabus: Course Outline
List the topics that the proposed course will cover and indicate the approximate proposed amount of time to be devoted to each, either by percent of course time or number of weeks. Please indicate which topics will be required in all sections of the course and which may vary.
(It is suggested to place "See attached syllabus" here)

22. Syllabus: Proposed Textbook/Assigned Reading Materials for course
(Make sure the attached syllabus follows the SAC's and university guidelines. The syllabus should be a general syllabus that follows the COE syllabus template.) Here are examples of components that sometimes are omitted from the syllabus and are returned for corrections:

- course description did not match what was written on the proposal form
- missing Program Learning Outcomes (PLO's) and Student Learning Outcomes (SLO's)
- no timeline for the semester and/or no course topic descriptions

Department Chair's signature with date is included.

For NEW Courses, in addition to the form, please include:

- Rationale for the course
- Role of the course in the program
- Impact of new course on hours
- Numbers of students who have taken this course as a special topic or anticipated enrollment

________________________________________
Signature of Department Representative

5-5-13
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COE Department Guidelines
Modify Course Checklist

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Modify Course (PRINT LEGIBLY)

This proposal will change the following elements of the course.

- Course Title
- Course Description
- Course Outline
- Prerequisites
- Grade Type
- Instruction Type
- Credit Hours
- Contact Hours
- CIP

1. Course prefix and number:

2. Effective Year/Term:

3. CIP CODE/10 digit program code: (Make sure it has a total of ten numbers. Do not enter the decimals if you utilize the online form. It only recognizes 10 entries and the decimals are counted as an entry.)
COE Department Guidelines
Modify Course Checklist

___ 4. Short Course Title:
Modified Course Title: *(limited to 32 characters – including spaces)*

___ 5. Enter course description exactly as it will appear in the general/graduate bulletin.
*(Make sure this description matches EXACTLY with the course description on the submitted syllabus which is required.)*

___ 6. Prerequisites: *(This must match what is included on the submitted syllabus which is required.)*

___ 7. College:

___ 8. Department Teaching Course:

___ 9. Credit Hours:
Maximum: Minimum: Maximum Hours counted toward degree:
*(If a lab is offered with this course, put the maximum number of credit hours that a student receives for the lecture and the lab combined.)*

___ 10. Maximum contact hours each week fall semester Lecture: Lab: Other:
*(If the instruction type on #13 is a practicum, seminar, or thesis, place the contact hours by “other”)*

___ 11. May this course be taken more than one time each semester:

___ 12. Grade Type:

___ 13. Instruction Type:
*(If the instruction type is practicum, place the contact hours by “other”)*

___ 14. Will this course require additional library resources:
*(If so, make sure you have contacted the appropriate library personnel to check for availability of resources.)*

___ 15. Does this course replace a course on the current/预先 listed inventory:
*(Indicate “Yes” if you wish to delete a course from the system. Indicating yes will require the course indicated on #16 to be deleted from the system. Indicate “No” if this course is not replacing another course or is only replacing a course in the degree plan.)*
COE Department Guidelines
Modify Course Checklist

___ 16. If Yes list the prefix and number: If not applicable enter N/A:
(Courses listed here will be deleted from the system and they need to have a
"Delete Course Proposal")

___ 17. What is the primary reason you are proposing this course?

___ 18. Describe the place of the proposed course within your current curriculum. Will it
be elective or required? Part of a major or a minor?

___ 19. How does the proposed course differ from similar courses being offered at Stephen
F. Austin?

___ 20. Syllabus: Course Learning Goals
List course objectives; describe what students who complete the course will know or
be able to do.
(It is suggested to place "See attached syllabus" here)

___ 21. Syllabus: Course Outline
List the topics that the proposed course will cover and indicate the approximate
proposed amount of time to be devoted to each, either by percent of course time or
number of weeks. Please indicate which topics will be required in all sections of
the course and which may vary.
(It is suggested to place "See attached syllabus" here)

___ 22. Syllabus: Proposed Textbook/Assigned Reading Materials for course
(Make sure the attached syllabus follows the SAC's and university guidelines. The syllabus
should be a general syllabus that follows the COE syllabus template.) Here are examples
of components that sometimes are omitted from the syllabus and are returned for

   •  course description did not match what was written on the proposal form
   •  missing Program Learning Outcomes (PLO's) and Student Learning Outcomes
      (SLO's)
   •  no timeline for the semester and/or no course topic descriptions

Department Chair's signature with date is included.

For MODIFICATION of Courses, in addition to the form, please be sure to:
• Check all appropriate changes at the top of the form

______________________________
Signature of Department Representative

5-5-13
COE Department Guidelines
Delete Course Checklist

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Checklists seem to provide protection against failure. They remind us of the minimum necessary steps and make them explicit. They not only offer the possibility of verification but also instill a kind of discipline of higher performance. (p. 36)

Delete Course (PRINT LEGIBLY)

____ 1. Course prefix and number:

____ 2. Effective Year/Term:

____ 3. CIP CODE/10 digit program code: (Make sure it has a total of ten numbers. Do not enter the decimals if you utilize the online form. It only recognizes 10 entries and the decimals are counted as an entry.)

____ 4. Short Course Title: (limited to 32 characters – including spaces)

____ 5. Department Teaching Course

____ 6. What is the primary reason for deleting this course:

____ 7. Is this course deletion contingent upon the approval of proposal to add a new course or modify an existing one? Please explain.

____ Department Chair's signature with date is included.

______________________________ Signature of Department Representative

5-5-13
Department
COURSE NUMBER AND TITLE (as listed in the SFA bulletins)
Semester

Instructor: Course Time & Location:
Office: Office Hours:
Office Phone: Credits:
Other Contact Information: Email:

Prerequisites:

I. Course Description; (brief paragraph)

Must include:
   _____ General Bulletin description of course
   _____ List any pre-requisites, field and/or clinical requirements, if applicable.
   _____ Indicate if there is a critical assignment related to accountability and accreditation in this course.

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):

Must include:
   _____ Brief description of how this course relates to the College of Education's Conceptual Framework (CF) and/or Vision, Mission, Goals and Core Values (VMGV).
   _____ Include how the course objectives, activities, and other course aspects support the CF and/or VMGV.
   _____ Include how the course links with professional organization standards and how the course connects with others courses within a program.

Program Learning Outcomes:

Must include:
   _____ Program learning outcomes addressed in this course as identified in the course matrix for your degree program. If your department requires a listing of all Program Learning Outcomes (PLOs) on the syllabus, please identify those that are directly taught in this course.
   _____ If this is a general education core curriculum course and no PLOs are taught in this course then insert “This is a general education core curriculum course and no specific program learning outcomes for this major are addressed in this course.”

Student Learning Outcomes:

Must include:
   _____ All student learning outcomes (SLOs) for this course including the course specific student learning outcomes that support the PLOs above

III. Course Assignments, Activities, Instructional Strategies, use of Technology:

Must include:
   _____ Indicate the assignment(s) that are related to accountability and accreditation and indicate the required submission to LiveText.

IV. Evaluation and Assessments (Grading):

Must include:
   _____ Describe what the assessments will be and what portion of the grade will be determined by that assessment.
   _____ If you will count attendance as part of the grade, be sure to include that on the syllabus. Include any assessment scoring guides.
   _____ Indicate the penalty assessed to the assignment(s) that require a LiveText submission should the student not submit as required.

V. Tentative Course Outline/Calendar:

Must include:
   _____ Topic and assignment for each class meeting.
   _____ Indicate the assignment(s) that are related to accountability and accreditation and indicate the required submission to LiveText.

Revised 12/2012
VI. Readings (Required and recommended—including texts, websites, articles, etc.):

Must include:
If there is a required accreditation assignment/assessment, include the following statement. Required:
Live Text account, ISBN# 978-0-979-6635-4-3. This may be purchased at the bookstore or purchased online at
www.livetext.com. If you have already purchased LiveText, you will use that account and do not need to buy it again. NOTE:
If you plan to use financial aid to purchase this account, you must do so by the dates set by financial aid.
Current and updated readings

VII. Course Evaluations:

Must include:
Statement about the importance of course evaluations, the process, and if the instructor allows, outline how the students
will be rewarded for completing the survey, i.e. extra points.

VIII. Student Ethics and Other Policy Information:

Must include:
Attendance statement
Students with Disabilities statement
Academic Integrity statement
Withheld Grades Semester Grades Policy (A-54)
Acceptable Student Behavior statement
Certification/Licensing Requirements, if needed
LiveText statement

IX. Other Relevant Course Information:

Revised 12/2012