# Form 1: Course Subject, Number or Title Change

**Need chart which shows current information and proposed information**

* Course number
* Full course title for print catalog
* Abbreviated course title for banner (30-character limit)
* Explanation for change

# Form 2: NEW Courses

**Beginning of form**

* Division
* Course developer’s name
* Course number and title

**PART 1: Context, Course Overlap, Resources**

* Need box to check whether course is currently 199 or 299 experimental
  + Attach current syllabus or outline
* Rationale and context for new course:
  + Why is there a need for the course?
  + What is the workforce or transfer demand?
  + Which program or discipline does it fit into?
* Indicate overlap with other courses
  + List courses with similar topics and content.
  + How will this course's topics and content be differentiated?
* Library Consultation: Consultation with your liaison librarian is an opportunity to discuss Library services and resources available to you and your students. Please contact your liaison librarian to arrange a meeting time of at least 30 minutes. If you are not sure who your liaison librarian is, you can either look it up on the Library’s website or call the Library Reference Desk at 463-5355.

In order to get the most from your time, please allow 1 week for the librarian to prepare for your meeting. The librarian will focus on the following topics during the meeting:

* + Library resources that can support your class(es)
  + OER (Open Education Resources) options available to you
  + Information Literacy resources and learning opportunities for your class(es)

Please plan to bring your questions about the above topics, as well as any other questions you have about library services and resources to support your class(es).

Signature: Liaison librarian

**PART 2: Course Details**

* Program, discipline or department (where will the course live?)
* Course number
* Course title
* Co-requisites/Prerequisites
* Grade option
* Credits and contact hours (lecture, lec/lab, lab)
* Professional/Technical: List all degree or certificate programs for which this course will be required.
* Repeatable for credit

**PART 3: Outcomes, Topics, and Competencies** (What should students know and be able to do as a result of taking this course?)

**Form should include a chart that can be filled out and which shows alignment among CLOs, program/discipline outcomes, course outcomes, and assessments.**

* Core Learning Outcomes: Identify 1-2 most relevant CLOs addressed in course
* Program/Discipline Outcomes: Identify relevant program or discipline-specific outcomes addressed in course
* Develop course outcomes which are aligned to program/discipline outcomes and CLOs
* Match outcomes and course assessments
* Course outline showing main topics and major competencies/skills addressed in the course
* Do you want to apply for AAOT status? (Include links out to AAOT forms)
  + Arts & Letters
  + Social Sciences
  + Science /Computer Science
  + Mathematics
  + Cultural Literacy Option
  + Health/Wellness/Fitness
* For AAS, certificates (Include links out to forms)
  + Human Relations designation
* Optional (Include link out to form)
  + Sustainability

**PART 4: Divisional Review and Approval** (to be completed by Dean and Administrative Assistant)

* Human, Physical, and Financial Resources
  + List the instructional costs required to teach this class and indicate the source of funding (staff, materials, services or facilities, etc.)
* Required Certifications
  + We have developed minimum course certification standards according to the COPPs procedure “Instructor Qualifications: Credit,” to be filed with ASA upon course approval.
  + We have completed faculty certification form(s) for faculty qualified to teach this course, to be filed with ASA and Human Resources upon course approval.
* Fees
  + We have completed fee rationale and fee request forms to be submitted to ASA upon course approval, in compliance with the COPPs procedure, “Fees: Special”
  + No special fees will be required for this course.
* Divisional Recommendation
  + The Academic Dean and Administrative Assistant have reviewed this course proposal and kept a copy for divisional files.
  + Faculty review of this course was completed within the division on (date).
* Signatures: Dean, admin

PART 5: Signatures for final approval

* Executive Dean for Academic Affairs
* VP for Academic and Student Affairs
* Curriculum Committee Chair

# Form 3: REVISED courses (Matches what is in New Course form)

If more than a third of the course content (description, outline, assessments, topics, etc.) is changing, the course should undergo review by the division and Curriculum Committee.

**Note: Includes all content from new-course form, with slight modification in Part 1**

PART 1: Context and Course Overlap

* Rationale and context for course **revision**
  + Why is there a need for the course **revision**?