

# New Course

**Division/Department/Program requesting change**

**[Enter text here]**

**Course developer/course lead contact information**

**[name, e-mail, phone]**

**Academic Year in which change will take effect: e.g., 2017-18**

# **Part 1: Course Details**

**TYPE OF PROPOSAL**

**New course (brand new course or courses that have not been offered in three or more years)**

**Currently 199 or 299 experimental course? Attach course outline or syllabus**

**New** **199/299** **experimental course (M**ay be offered two times over a two-year period. After that, experimental courses to be submitted as a new course.)

**TYPE OF COURSE**

**Lower Division Collegiate**  **Professional/Technical**  **Developmental, numbered below 100**

**COURSE NUMBER AND TITLE**

|  |  |  |
| --- | --- | --- |
| **Course Number (To determine a number, check the** [Catalog of Lower Division Collegiate Courses](https://www.lanecc.edu/sites/default/files/currsched/ldccatalog01.docx) or look at other schools with similar courses) | **Short Course Title for Banner (30 character limit)** | **Full Course Title for print catalog** |
| **ABC 123** | **This is 30 characters + spaces** |  |

**COURSE DESCRIPTION (300 character limit)**

**For help and examples, see** [Sample Course Descriptions](https://www.lanecc.edu/currsched/sample-course-descriptions)**.**

**PREREQUISITES, CO-REQUISITES, GRADE OPTIONS, CREDITS**

Prerequisite courses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-requisite courses:

Grade Option:  Graded (with P/NP option)   Pass/No Pass only

Repeatable for credit?

|  |  |  |
| --- | --- | --- |
| **Credit Breakdown**  \_\_\_ Lecture  \_\_\_ Lecture/Lab  \_\_\_ Lab  \_\_\_ Total Credits | **Contact Hour Breakdown Per Week**  \_\_\_ Lecture  \_\_\_ Lecture/Lab  \_\_\_ Lab  \_\_\_ Total Contact Hours | **Contact Hour Formula Per Week**  **1 lecture = 1 contact hour**  **1 lecture/lab = 2 contact hours**  **1 lab = 3 contact hours** |

# **Part 2: Context, Course Overlap, Library Resources**

**RATIONALE AND CONTEXT Describe the context and rationale for the new course. How will this course meet the needs of transfer students or employers? What is the demand for this course? How does this proposal further the goals of the program or department? Provide as many details about this new course as possible.**

**[Enter rationale here]**

**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 early in the course development process 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](https://library.lanecc.edu/services/liaison) **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).**

**I have contacted and met with my Library liaison.**

Liaison Librarian Date

**COURSE OVERLAP Indicate any topic/content overlap with other courses. How will this course's topics and content be differentiated?** If there is overlap, faculty of overlapping courses must **agree on the extent of overlap and** **include a rationale** explaining its necessity. The dean of the division in which overlap occurs must sign their approval.

|  |  |  |  |
| --- | --- | --- | --- |
| Division | Course Number / Title | Rationale | Dean signature |
|  |  |  |  |
|  |  |  |  |

**PROFESSIONAL/TECHNICAL COURSES COMPLETE THIS SECTION**

Professional/Technical courses are tracked within programs for purposes of Carl Perkins funding and budgetary planning. Indicate all degree or certificate programs for which this course will be required.

|  |  |
| --- | --- |
| **Programs** | **Division** |
|  |  |
|  |  |

# **Part 3: Outcomes, Competencies, and Topics**

**List course outcomes, Core Learning Outcomes (CLOs), and Assessments** Are Lane’s Core Learning Outcomes emphasized (taught explicitly and reviewed) in this course, and measured or demonstrated through course assessments (primary CLO focus)? Or, is a CLO either emphasized in this course OR measured/evaluated or demonstrated through a course assignment (secondary CLO focus)? If yes to either question, indicate which [Core Learning Outcomes and Dimensions](https://www.lanecc.edu/assessment/core-learning-outcomes) are linked to your course outcomes. Need help? Contact the [Faculty Coordinator of Student Learning Assessment and Curriculum Development](https://www.lanecc.edu/currsched/curriculum).

|  |  |  |
| --- | --- | --- |
| [**Core Learning Outcomes and Dimension**s](https://www.lanecc.edu/assessment/core-learning-outcomes) covered or assessed in the course. You do not need a CLO for each course outcome; select CLOs sparingly and intentionally. | **COURSE-LEVEL LEARNING OUTCOMES** (course outcomes) What will the student ***know*** or ***be able to do*** at the end of the course? Write outcomes that are measurable or observable. See [this list of measurable verbs](https://www.clinton.edu/curriculumcommittee/listofmeasurableverbs.cxml) or this [web page and verb wheel](https://teachonline.asu.edu/2012/07/writing-measurable-learning-objectives/) (based on [Bloom’s taxonomy](https://tips.uark.edu/using-blooms-taxonomy/)) for guidance. | **ASSESSMENTS** Include specific assignments you will use to measure/observe student attainment of outcomes. Some assignments may be used for multiple outcomes. For assessment ideas see [Authentic Tasks](http://jfmueller.faculty.noctrl.edu/toolbox/tasks.htm) |
| **CLO 1:** Think critically  1.2 Determine information need, find and cite relevant information | **EXAMPLE** Describe and explain general plant structure and function in relation to plant growth and development | 10-12 page research paper and oral presentation |
| CLO info here | Outcome text here / add rows as needed | Assessment here |
|  | Outcome |  |
|  | Outcome |  |
|  | Outcome |  |

**COMPETENCIES AND TOPICS COVERED (course outline)**

Example 1: [WR 121 Outline, outcomes, and assessments](https://www.lanecc.edu/llc/facultyresources/course-outline-wr-121)

Example 2: [Course Outline Sample](https://www.lanecc.edu/copps/course-outline-sample) (from COPPS)

**DEGREE REQUIREMENTS APPLICATIONS**

If applying for any of the following, check the appropriate boxes and include your completed degree requirements forms with this course form. Go to the [Curriculum Office website](https://www.lanecc.edu/currsched/curriculum-forms) to download these forms.

AAOT

Arts & Letters

Cultural Literacy

Information Literacy

Mathematics

Science /Computer Science

Social Sciences

Speech/Oral Communication

Health/Wellness/Fitness (all degrees)

Human Relations designation (for AAS and certificates)

Sustainability course status (optional)

**CURRICULUM EQUITY STATEMENT** Please do not copy/paste the [COPPS equity statement](https://www.lanecc.edu/copps/documents/curriculum-equity). Reflect how your course supports equity. **To promote an environment where all learners are encouraged to develop their full potential, this course will support Lane’s Curriculum Equity policy in the following way(s):** [Enter text here]

# **Part 4: Divisional Review and Approval**

**Human, Physical, and Financial Resources:**

Additional instructional costs (staff, materials, services or facilities) will be incurred to offer this course. Source of funding:

No additional instructional resources (staff, materials, services or facilities) are needed to offer this course.  
Explain:

**Required Certifications for Instructors:**

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 approves this course proposal.  
 Administrative Assistant has reviewed changes and kept a copy for divisional files.  
 Faculty review of this course was completed within the division on [insert DATE here].

\_\_\_\_\_\_\_\_\_

Academic Dean (signature denotes approval) Date

\_\_\_\_\_\_\_\_\_

Administrative Assistant/Coordinator Date  
(signature denotes review)

**College Approval**

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Curriculum Committee Chair Date Executive Dean for Academic Affairs Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Vice President for Academic & Student Affairs Date