



# CEDAR CREST COLLEGE

Committee on Undergraduate Education

Presented by: \_\_\_\_\_  
Signature and Date

Dept. Chair: \_\_\_\_\_  
Signature and Date

CUE: \_\_\_\_\_  
Signature and Date

Provost: \_\_\_\_\_  
Signature and Date

## Course Proposal/Revision Form

### General Course Information

Is this a new course proposal? If not, check no and move to the next section. Yes      No

Course Prefix:                      Course Number:                      Course Title:

Course Credits:                      Teaching Credits: Yes      No

If this is a new course, has the course number been approved by the Registrar?

Date of Registrar approval:                      Course Implementation Date:

### Proposed Revisions to an Existing Course

Yes      No

Is this proposal to reinstate or discontinue a course? If not, move to the next section.

Please indicate the proposed revisions to this course.

Course Title:

Course Prefix or Number:

Credit Hours:

Teaching Credits:

Course Description:

Course Prerequisites:

Course Co-Requisites:

Liberal Arts Designation:

Other:

What is the reason for this change?

**Course Information**

Course description:

Course Syllabus: Send the course syllabus in its current stage of development with this form.

Course Type (choose one):

Course Modality (choose one):

Recommended Course Cap:

**Curricular Information**

Is this course part of a major, minor, concentration, certificate, or graduate program? Yes      No

If yes, indicate which choice.

List any course pre-requisites:

List any course co-requisites:

Was this course offered previously as a special topics course? Yes      No  
If yes, indicate the semester(s) offered and a brief description of the course offering.

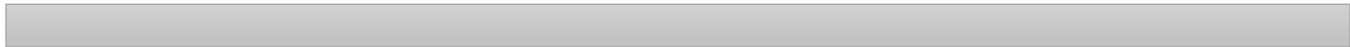
Has a discussion with the Director of the Cressman Library occurred? Yes      No  
If yes, please indicate the outcome of this discussion (check one).

The library's current resources are adequate for the course.

The library will need to acquire additional resources for this course.

If this course contains content already covered in an existing course in another discipline or department, why is this additional course required? If there is a duplication of course content, have you discussed this course with the other department chair? Discuss the outcome of this conversation.

Discuss any financial impacts of this new course or course change (costs, personnel, course rotation with another department's course offerings, etc.). If the proposed instructor is teaching a full course load, how will the department address this increase in load? Will an adjunct teach a current course included in this instructor's load? Will they be teaching an overload?



**Liberal Arts Curriculum Addendum**

Yes                  No

Will this proposed course satisfy a liberal arts requirement?

If yes, select one of the following options:

If this is a WRI2 course, will it have a second LAC designation? If yes, indicate this here:

Consult Faculty Handbook IV.A.5 for a description of LAC designations before proposing this course as an LAC course.



Explain how the student learning outcomes meet the academic criteria for the above LAC designation as outlined in Faculty Handbook IV, Article A, Section 5.



Describe the assessment methods used to evaluate student performance regarding the learning outcomes described in Faculty Handbook IV.A.5.

**Continue to the next page if this course will be designated a WRI2 course.**

Describe how the steps of the writing process (prewriting, drafting, peer/instructor reviews, the ability to revise drafts based on feedback) will be embedded in course assignments.

Describe how the students will meet the minimum requirements of 25 pages (approximately 6,250 words) of written work, of which 15 pages will be a final written work for instructor evaluation and assessment.

Demonstrate how writing will compose a major portion of the student's final grade (provide the course grading section of the course syllabus here).