**Substantial Revision to Existing Course Form**

|  |  |
| --- | --- |
| Department or Program | Course Level |
|  |  |

|  |  |
| --- | --- |
| Instructor(s) |   |

|  |
| --- |
| **CC use only**  |
| **Subject:**  | **Course #:**  | **Date Approved by CC:**  |

New courses include courses that were previously taught as topics courses and are now being proposed as permanent offerings with descriptions appearing in the Catalog. New courses also include courses that were previously taught but have since been deleted from the Catalog.

Course proposals should acquaint the committee members with the topics and student learning objectives of the course. To aid committee members in their review of the course, proposals must include a preliminary syllabus, an outline of student learning objectives, and a thorough description of course topics, readings, and requirements. Proposals for an increase in semester hours of credit must include copies of old and new syllabi.

**Email (*word document only*)** one copy of the course proposal to Theresa Wagner (twagner1@skidmore.edu), and be sure to CC (carbon copy) the Chair/Director of any other department/program involved. Courses that contribute to an Interdisciplinary Program must be signed by the program director before being submitted to the Associate Dean. Generally speaking the committee will defer consideration of a proposal until the Associate Dean has explored the resource implications of the proposal and signed the proposal form.

***Important: When saving please use the following naming convention –*** Course Revision: **Department\_course# \_abbreviated title.doc (i.e. BI\_105\_BioScience1.doc)** Syllabus: **Department\_course#\_syllabus\_abbreviated title\_(old or new)
 (i.e. Bi\_105\_syllabus\_BioScience1\_old.doc)**

 Deadline for *spring term*: **September 15** Deadline for *fall term*: **December 15**

**Check all that apply:**

Change in course description [ ]

Change in course level/number ([see guidelines](http://www.skidmore.edu/curriculum_committee/class-level.php)) [ ]

Change in semester hours of credit [ ]

Change in all-college requirements designation [ ]

Change in the writing requirement in the major ([see guidelines](http://www.skidmore.edu/curriculum_committee/cepp_guidelines.php)) [ ]

Change in enrollment cap ([see guidelines](http://www.skidmore.edu/curriculum_committee/caps.php)) [ ]

Change in course fees [ ]

Increase in prerequisites [ ]

Does this course contribute to an interdisciplinary program? [ ]

Other [ ]

|  |  |  |
| --- | --- | --- |
| Select the semester the course change will be offered and type in the year |  | Year:       |

**1. a) Course title**

 **b) Abbreviated title 29 or fewer characters:** This will appear on registration materials and on transcripts.

**2. Check whether or not this is a Topics Course. (OT) Yes** **[ ]  No** **[ ]**

**3. Is the Course Repeatable? Yes** **[ ]  No** **[ ]  If yes, how many times?**

**4. Check the appropriate grading option for this course.**

**5. Does this Course have an extra fee attached to it? Yes** **[ ]  No** **[ ]  If yes, how much?**

**6. Is this course open to incoming first year students? Yes** **[ ]  No** **[ ]
 (If no, it will not display on the Master Schedule for incoming first year students)**

**7. Is instructor approval required for every enrollment in this course? Yes** **[ ]  No** **[x]  (defaults is No)**

**8. Catalog description:** The catalog description should be brief and carefully worded to reflect the actual content of the course. Also consider using lively prose to capture student interest. It is customary to begin the description with a sentence fragment. We urge faculty to follow basic writing guidelines, such as limit abstractions, long Latinate words, and passive verbs, especially regarding student involvement. Use student-centered language, and use concrete examples and brief, direct words, where possible. Avoid using such phrases as "in-depth" and "intense" or "this course will carefully analyze and extensively research" which add nothing substantive to the description. Consult the [Skidmore College Guide to Writing](http://www.skidmore.edu/writing_guide/) for stylistic clarification. Consult the current Catalog for examples.
***REQUIRED:*** At the end of any catalog description list prerequisites, All College Requirements Met, and either “The Department” or a specific Instructor of the course (i.e. G. Wizz).

Former Catalog Description:

Revised Description:

**9. Enrollment cap with a brief rationale:** Provide a brief rationale if enrollment caps differ from the [guidelines for enrollment caps](http://www.skidmore.edu/curriculum_committee/caps.php) (100 level 35-38; 200 level 29-33; 300 level 19-23). Only under unusual circumstances will the Dean or the Associate Dean of the Faculty and the committee approve an enrollment cap below those specified in the guidelines.

**Cap Rationale**

**10. Prerequisites (include brief rationale):**

 **a. Co-requisites (include brief rationale):**

**11. Semester Hours of Credit and Rationale:**

|  |  |  |  |
| --- | --- | --- | --- |
| Hours of Credit | Scheduled Contact Hours/Week  | Indicate all activities that apply. (Lecture, Lab, Seminar, Discussion, Lecture/Lab, IND , INTERN, Field, Film) |  Rationale\* |
|  |  |  |       |
|       |  |  |       |

**Flexible fourth credit hour: Yes [ ]  No [ ]** \*A three-credit course requires 90 hrs of assigned work over a 15-wk semester.  A flexible fourth credit hour requires an *additional* 45 hours of assigned work. In your rationale and syllabus, account for these additional hours and describe the learning goals and means of assessment for the activities you will require. Any required scheduled activities (field trip, film screening, etc.) must be clearly stated in your syllabus.

**Account for hours:**

**Learning goals:**

**Means of assessment:**

**12. Liberal Arts credit: Yes** **[ ]  No** **[ ]**(Courses carrying liberal arts credit are directed to general intellectual growth and refinement, not restricted to the special requirements of technical or professional training. See [annual report](http://www.skidmore.edu/governance/committees/cc/index.php) of the 1999-2000 Curriculum Committee on the adoption of a more liberal interpretation of the qualifications for Liberal Arts credit.)

**13. Mark all the All-College requirements that the course will meet: (see guidelines, append relevant materials where necessary, and attach rationale.)**

|  |  |  |
| --- | --- | --- |
| **Requirements(see links for guidelines)** | **[x]**  |  **Note: Explain how course adheres to ...**  |
| Foundation requirement in expository writing (AEW). [**EW Guidelines**](http://www.skidmore.edu/curriculum_committee/expository.php) | **[ ]**  |        |
| Foreign Language (AFL) | **[ ]**  |       |
| Quantitative Reasoning (AQ2). [**QR Guidelines**](http://www.skidmore.edu/curriculum_committee/reasoning.php) | **[ ]**  |       |
| Culture-Centered Inquiry  |
|  a. Non-Western Culture (ANW). [**NW Guidelines**](http://www.skidmore.edu/curriculum_committee/cepp_guidelines.php#Non-Western) | **[ ]**  |        |
|  b. Cultural Diversity (ACD). [**CD Guidelines**](http://www.skidmore.edu/curriculum_committee/cepp_guidelines.php#Cultural-Diversity) | **[ ]**  |        |

**If the course meets a Breadth Component, check the one that the course will meet. Please consult the guidelines regarding the All-College Curriculum:**

 [Arts](http://www.skidmore.edu/curriculum_committee/cepp_guidelines.php#Arts) **[ ]**  [Humanities](http://www.skidmore.edu/curriculum_committee/cepp_guidelines.php#Humanities) **[ ]**  [Natural Sciences](http://www.skidmore.edu/curriculum_committee/cepp_guidelines.php#Natural-Science) **[ ]**  [Social Sciences](http://www.skidmore.edu/curriculum_committee/cepp_guidelines.php#Natural-Science) **[ ]**

 (AAR) (AHU) (ANR) (ASO)

**14. Rationale for level of course (100, 200, 300): (For new 300-level courses, explain how the department will maintain offerings at the 100 and 200 level.)**

**15. Include a description of student learning objectives and how they will be assessed, a copy of a proposed syllabus, which should include learning objectives, readings, assignments, grading criteria, and course schedule of topics. Describe how learning objectives will be assessed.**

**16. a) Will the course fulfill the** [**writing requirement**](http://www.skidmore.edu/curriculum_committee/documents/Guidelines-for-the-Writing-Requirement.pdf) **within the major? Yes** **[ ]  No** **[ ]**

 **b) Briefly describe how the course will fit into the curriculum, noting, in particular, the department’s plan for contribution to the all-College curriculum, the writing requirement in the major, and within the specific major/minor**

 **c) Briefly describe how the course will contribute to Interdisciplinary Programs. Please indicate how this course will count toward specific major or minor requirements.**

**17. RESOURCE IMPLICATIONS:** These questions are all intended to elicit information that will allow the Dean or the Associate Dean of the Faculty and the Curriculum Committee to assess the resource implications of the course. For example, if the instructor is currently teaching a full load of courses and is proposing a new course, it is essential for the committee to know which course is being replaced by the new course. Will the replaced course no longer be offered? Will the deletion of the course, or a reduction in the frequency with which it will be offered, have an impact on majors or on a particular program area? If the new course will require, for example, fieldtrips, access to the Tang, or the addition of Library resources, such information is also quite useful.

1. How will this new course affect the instructor’s teaching schedule?

1. Will the course replace a course previously offered by the instructor? (If so, then you must submit a Routine Course Revision Form to delete the course.)

1. When will this course be offered (every term, every year, alternate years)?

1. If the course alternates with another course, with which course will it alternate?

1. What are the resource implications (technology, library, Writing Center, etc.) of this course?

**Approvals:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|       |       |  |       |       |
| Chairperson of Faculty Department | Date |  | Dean or Associate Dean of the Faculty | Date |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|       |       |  |       |       |
| Interdisciplinary Program Director (if course counts toward an ID program) | Date |  | Chair of Curriculum Committee | Date |

**Please type the appropriate person’s name in the area above. By doing so, you are signing on behalf of that person and confirming that they are in full support of this proposal.** *Revised 04/11/14*