Columbus College
of Art & Design

Course Proposal Form

This form is for new courses or to propose revisions to existing courses. Save this document as a unique file and submit via email to supervising Program Chair/Department Head. Chairs & Heads will verify information submitted and forward changes to their Dean or Director, who will submit an approval form to the Provost. All proposal forms for new courses must be accompanied by a syllabus for review by Curriculum Committee. Faculty proposing new courses may be invited to a Curriulum Committee meeting to discuss the proposal. Special Topics courses are approved by the Deans & Provost.

(Registrar's Use Only)

Tracking Number	
Date Approved	
Approve Course Code	

Part A - Proposal Information

A1: Choose Name of Department or Program

A2: Enter Title of New Course

A3: Enter Name of Course Being Replaced (if applicable)

A4: Is this a Special Topics Course?   Was this previously a Special Topics course?

     Yes   No   Yes   No

A5: List all faculty involved in writing this proposal

A6: List lead faculty on proposal

A7: List all faculty qualified to teach this course

Part B - Catalog Information

B1: Choose the Course Format

B2: Choose Course Type   Required   Elective   Selective

B3: Choose Primary Course Prefix

B4: Choose Secondary Course Prefix (if cross-tallied)

B5: Choose Course Number Level

B6: Description of Course (max. 150 words)

B7: Choose Number of Credits Earned

B8: List Prerequisites

B9: List Co-requisites

B10: Choose the Academic Unit w/ Primary Budget Responsibility

B11: Enter suggested minimum number of students

B12: Enter suggested maximum number of students

B13: Choose amount of students' fees suggested (if any)

B14: Enter a short rationale for fees

B15: Choose semester(s) proposed course will run

       Summer   Fall   Spring

B16: Choose frequency of course

B17: Enter cross reference (if applicable; check with Registrar)

B18: Enter cross tally (if applicable; check with Registrar)

Part C - Justification

C1: Rationale (Why is this course needed at CCAD?)

Part D - Learning Outcomes

D1: Course Learning Outcomes - Provide 3-5 Course Learning Outcomes. These are statements that describe essential, mastered content knowledge, reflecting skills, competencies, and knowledge that students have achieved and can demonstrate upon successfully completing the course.

D2: Assignments & Signature Artifact - How are outcomes going to be measured? Provide at least 3 opportunities and methods for evaluating students' ability to demonstrate learning.

D3: Program Learning Outcomes - Identify which Program Learning Outcome(s) this course supports in terms of the introduction, practice or mastery of skills, knowledge, and competencies that students are expect to attain during the program. (See department supervisor for PLOs.)

D4: Institutional Learning Outcomes - If applicable, identify which institutional learning outcome(s) this course supports.

Part E - Delivery Information

E1: Preferred Room Type - Choose the room type for the course

E2: Library Resources - List any new library and/or learning resources required for this course

E3: IT Resources - List any new/additional hardware, software, or other technologies required for this course

E4: Student Affairs - List any special Student Affairs resources that will be required for this course

E5: Other resources - List any other resources required for this course

Part F - Notes

F1: Notes - Any additional information for review by Academic Affairs or the Curriculum Committee.

Part G - Signatures

Supervisor's Name

Supervisor's Signature

Date

Dean's Name

Dean's Signature

Date

Provost's Name   Dona J. Lantz

Provost's Signature

Date