On September 30, 2021, CAA approved revisions to the course proposal form and directions, and requests that CGS review and approve the revisions. Revisions are highlighted on the forms included in this request.

Summary of revisions:

1. Includes an option indicating if a departmental capstone course will meet the senior seminar requirement and requires justification for how the seminar requirements will be met.

2. Corrects an indentation error in item #11 on the Banner/Coversheet.

3. Under mode(s) of delivery (#10 on Banner/Coversheet), replaces the online option with online synchronous and online asynchronous. Proposers may check multiple options under the mode(s) of delivery item. Note – this change was approved last spring by CAA, but the form was not revised, and apparently it was not shared with CGS for their approval at that time

**Eastern Illinois University**
# New/Revised Course Proposal Format
**(Approved by CAA on 4/3/14 and CGS on 4/15/14, Effective Fall 2014)**

**Banner/Catalog Information (Coversheet)**

1.  \_\_\_\_New Course or \_\_\_\_\_Revision of Existing Course

2.  **Course prefix and number:** _____

3.  **Short title:** _____

4.  **Long title:** _____

5.  **Hours per week:** \_\_\_ Class \_\_\_ Lab \_\_\_ Credit

6.  **Terms:** \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer \_\_\_ On demand

7.  **Initial term**: \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer Year: _____

8.  **Catalog course description:** _____

9.  **Course attributes:**

    General education component: _____

    \_\_\_ Cultural diversity \_\_\_ Honors \_\_\_ Writing centered \_\_\_ Writing intensive \_\_\_Writing active

    \_\_\_ Department Capstone as Senior Seminar

10. **Instructional delivery**
    **Type of Course:**

    \_\_\_ Lecture \_\_\_ Lab \_\_\_ Lecture/lab combined \_\_\_ Independent study/research

    \_\_\_ Internship \_\_\_ Performance \_\_\_ Practicum/clinical \_\_\_ Other, specify: _____

    **Mode(s) of Delivery:**

    \_\_\_ Face to Face \_\_\_ ~~Online~~ \_\_\_ Online Synchronous \_\_\_ Online Asynchronous
    \_\_\_ Study Abroad

    \_\_\_ Hybrid, specify approximate amount of on-line and face-to-face instruction_____

11. **Course(s) to be deleted from the catalog once this course is approved:**
    _____

12. **Equivalent course(s):** _____

    **a. Are students allowed to take equivalent course(s) for credit?** \_\_\_ Yes \_\_\_ No

13. **Prerequisite(s):** _____

    a. **Can prerequisite be taken concurrently?** ___ Yes     ___ No

    b. **Minimum grade required for the prerequisite course(s)?** ___

    c. **Use Banner coding to enforce prerequisite course(s)?** ___ Yes     ___ No

    d. **Who may waive prerequisite(s)?**

        ___ No one     ___ Chair     ___ Instructor     ___ Advisor     ___ Other (specify)

14. **Co-requisite(s):** _____

15. **Enrollment restrictions**

    a. **Degrees, colleges, majors, levels, classes which <u>may</u> take the course:** _____

    b. **Degrees, colleges, majors, levels, classes which may <u>not</u> take the course:** _____

16. **Repeat status:** ___ May not be repeated     ___ May be repeated once with credit

17. **Enter the limit, if any, on hours which may be applied to a major or minor:** ___

18. **Grading methods:** ___ Standard     ___ CR/NC     __ Audit     ___ ABC/NC

19. **Special grading provisions:**

    ___ Grade for course will <u>not</u> count in a student's grade point average.

    ___ Grade for course will <u>not</u> count in hours toward graduation.

    ___ Grade for course will be removed from GPA if student already has credit for or is registered in:
    _____

    ___ Credit hours for course will be removed from student's hours toward graduation if student already has credit for or is registered in: _____

20. **Additional costs to students:**
Supplemental Materials or Software_____

Course Fee ___No ___Yes, Explain if yes_____

21. **Community college transfer:**

    ___ A community college course may be judged equivalent.

    ___ A community college may <u>not</u> be judged equivalent.

Note: Upper division credit (3000+) will <u>not</u> be granted for a community college course, even if the content is judged to be equivalent.


## <u>Rationale, Justifications, and Assurances (Part I)</u>

1.    ___Course is required for the major(s) of _____

___Course is required for the minor(s) of _____

___Course is required for the certificate program(s) of _____

___ Course is used as an elective

2. **Rationale for proposal** :

3. **Justifications for (answer N/A if not applicable)**

   Similarity to other courses:

   Prerequisites:

   Co-requisites:

   Enrollment restrictions:

   Writing active, intensive, centered:

   <mark>Capstone as Senior Seminar</mark>:

4. **General education assurances (answer N/A if not applicable)**

   General education component:

   Curriculum:

   Instruction:

   Assessment:

5. **Online/Hybrid delivery justification & assurances (answer N/A if not applicable)**

   Online or hybrid delivery justification:

   Instruction:

   Integrity:

   Interaction:


## Model Syllabus (Part II)

Please include the following information:

1. Course number and title
2. Catalog description
3. Learning objectives.
4. Course materials.
5. Weekly outline of content.
6. Assignments and evaluation, including weights for final course grade.
7. Grading scale.
8. Correlation of learning objectives to assignments and evaluation.

**Date approved by the department or school:**
**Date approved by the college curriculum committee:**
**Date approved by the Honors Council** *(if this is an honors course):*
**Date approved by CAA:        CGS:**

**<<FROM THE COURSE PROPOSALFORMAT FORM & DIRECTIONS>>**

**Banner/Catalog Information (Coversheet)**

9. Course attributes

- If this is a general education course, enter the appropriate general component (Complete general education assurance section in part I, #4)

- Check applicable attributes for cultural diversity, honors, writing-centered, writing-intensive, or writing active designation. (Justification/description included in part I, #3 or #4)

- For a departmental capstone course to be approved as a senior seminar replacement, the capstone course must be a 4000-level course, must be restricted to majors or minors in the department offering the course, and must meet the assessment and other requirements of a Senior Seminar course (except for cross-disciplinarity).

Leave the items blank if none of the course attributes apply.

**Rationale, Justifications, and Assurances (Part I)**

**1. Impact**
-Specify whether this course will be required (for a major, minor, certificate program) or used as an approved elective.
- If the proposed course changes a major, minor, or certificate program in or outside of the department, you must submit a separate proposal requesting that change along with the course proposal. Provide a copy of the existing program in the current catalog with the requested changes noted

**2. Rationale**
– If this is a new course, describe the rationale for developing it, focusing on how the new course fulfills program need or addresses a gap in curriculum.
- If this is a revised course, summarize the rationale for revision, focusing on the most significant changes being made.

**3. Justifications**
Provide appropriate rationales or descriptions for:
- the similarity of this course to an existing course.
        If the content substantially duplicates those of an existing course, the new proposal should be discussed with the appropriate chairpersons, deans, or curriculum committees and their responses noted in the proposal.
- the prerequisites or co-requisites for the course. (indicated in Coversheet, #13 & #14)
- the enrollment restrictions for the course (indicated in Coversheet, #15).

- how the course meets the expectations for the designation of writing-active, -intensive, or –centered. (if indicated in Coversheet, #9) See Appendix B for description of writing levels.
- how the departmental capstone course meets the requirements for a senior seminar