

### **CCRC Expectations:**

- All proposals must be submitted via Curriculum Central by the established deadline dates.
- Proposer should state clearly whether the proposal is for a new course or a modification of an existing course.
- For a new course, proposer should state clearly whether the course has been offered as an experimental, special topics, or a variation of the course under a different number.
- For all new course proposals, a tentative sample syllabus must be included. For course modifications, a sample of a syllabus in current use must be included.

### **Syllabi should include the following:**

Course alpha, number and title.

Course description

Suggested meeting times (contact hours per week)

Course credit hours

Course Goals and Learning Outcomes

Required and supplemental textbooks

Reading assignments and lecture/discussion topics

In-class and outside of class projects/assignments

Assessment methods

Breakdown of grading system and criteria for grading

Any other unique requirements for the course

### **New course proposals should give a clear argument for the proposed level of the course. For example:**

- A 100 level course should be an introductory or general education course designed to give a broad base of knowledge for the field – designed for non-majors or not counted toward major requirements.
- A 200 level course should be a survey of the field to provide a foundation for majors to begin their area of study.
- A 300 level course should be more in depth and focused; designed for students that already have a base of knowledge in the field (should have a 100 or 200 level prerequisite requirement).
- A 400 level course can be a seminar, capstone, internship or special topics course for students that are at the senior level of their major studies (should have a 200 or 300 level prerequisite).

**What CCRC duties and responsibilities should and should not include:**

CCRC duties should include reviewing the completeness of the syllabus and proposal, appropriateness of the level and credit hours assigned, and the academic rigor or standards of the course.

CCRC should also review overlap and redundancy of course offerings and use of resources between departments, divisions and units.

CCRC will also check for accuracy in the written proposal, but if grammar and punctuation are a problem, the proposal will be sent back to the proposer.

CCRC will not be responsible for minutia in numbering courses, or for political conflicts within departments.

CCRC will not be responsible for evaluating the content of the course and its appropriateness for the specialized field of the instructor/proposer.