COURSE PROPOSAL  
Approvals, Modifications, Name Change or Termination

*PLEASE BOLD* the appropriate Proposal Type listed in the line above

*Instructions: The initiator of this proposal uses this list to ensure that all proposal requirements are met for the review process. A copy of the original course syllabus and a draft of the new syllabus are required.*

1. Course number, title, and number of credits: List the department and/or division, semester credit hours, and/or laboratory meetings per week. If the number of contact hours is different from the number of semester hours, both figures should be included.
2. General Education Common Core \_\_\_\_\_\_\_\_YES \_\_\_\_\_\_\_\_ NO  
     
   If this course is part of the General Education Common Core already (or is applying to meet a General Education competency), please consult with corresponding competency expert(s) prior to circulating this proposal for approvals.
3. Reason for offering/modifying/terminating course – Provide the rationale for your proposal and justify the rationale with supporting evidence. Such evidence may include reports about discussions with advisory groups and others, or surveys of student need/interest. Evidence of need should be well-documented and supported by your data.
4. List of consultants and reports. List the sources used to guide the development of the proposed course.
5. Transferability of course. Provide a statement about whether credit for this course is expected to transfer to other institutions. For a course designed as a transfer course, identify the schools to which it will transfer and whether it will do so as a free elective, general education course, or major requirement. Include correspondence with representatives from other institutions to support your statements regarding transferability.
6. **Impact on other courses and divisions**. Describe the relationship of the proposed course to existing courses offered within the proposing division as well as other divisions. Describe the anticipated effect on courses that are required to support programs in other divisions, e.g., scheduling of facilities, impact on enrollment of other courses, faculty teaching availability, etc.

*Items #7 - #12 are NVCC requirements for inclusion in all course syllabi.* ***If any of these requirements are being proposed for modification, please include a draft of the new course syllabus along with the current syllabus. PLEASE SEND SYLLABI AS A SEPARATE DOCUMENT FOR REVIEW.***  *Please indicate if any item in #7 - #10 is being modified through this proposal, by marking YES or NO.*

1. **Prerequisites**. \_\_\_\_\_\_ YES \_\_\_\_\_\_ No  
   Provide a clear, complete statement as to exactly what, if any, prior formal course work and/or experience is required for admission to the course.

1. **Course Description** \_\_\_\_\_\_ YES \_\_\_\_\_\_ No  
   Provide a succinct description of the proposed course as it will appear in the College catalog as the “official” description of the course.

1. **Course Objectives and Outcomes** \_\_\_\_\_\_ YES \_\_\_\_\_\_ No

**Objectives**.   
Definition: **Course objectives** outline the material the instructor intends to cover or the disciplinary questions the class will address.

**Outcomes**Definition: **Course outcomes** should focus on what the student should know by the end of the course. Outcomes produce the evidence that the Objectives have been met.

List the course objectives and outcomes. If there are any changes to objectives and/or outcomes, **a side-by-side list must be provided showing original and new objectives and/or outcomes.**

**Proposals for courses associated with the Common Core of General Education must also include as an attachment a Course Competency Mapping Form for each competency.**

**Include methods to evaluate students’ mastery of new course outcomes.**

1. **Course outline**. \_\_\_\_\_\_ YES \_\_\_\_\_\_ No

Present a detailed outline of the topic-focused content to be presented in the course. The outline should be specific enough that another competent person in the field could easily comprehend and assess the major areas of emphasis, the sequential development, and the time allocations suggested for the course by its originator(s).

1. **Suggested textbooks and other materials**. Identify the textbooks and any other course materials that will be used.
2. **Instructional methods**. Provide a brief statement of the principal techniques that will be used to accomplish the course objectives, e.g., lecture, discussion, panel presentations, student oral and/or written reports, field trips, WebCT, etc.
3. **Special-cost factors**. Specify all costs (as for initial basic equipment) unique to the course.
4. **Evaluation of Course Effectiveness**. Describe the methods that will be used to gather data and produce an analysis of the effectiveness of the objectives and outcomes of the course. **Note that this is *not* a request for information regarding assessment of student learning**. This section must address the methods that will be used to evaluate how the course continues to meet and support the purposes and educational objectives of the department, program, and institution.

NAUGATUCK VALLEY COMMUNITY COLLEGE PROPOSAL #

*College Advisory System* REVISION #

## PROPOSAL CHECKLIST AND PROCESS[[1]](#footnote-1) Curriculum and Educational Affairs

CHECK  YOUR PROPOSAL TYPE COMPLETE THE FOLLOWING ITEMS

PILOT Course ….……………………………………………… 1 Through 5

Course Approval, Modification, Name Change, or Termination . 1 Through 13

Program Adjustment ……………………………………………… 1 Through 13

Program Change in Name (Not Substance)..……………………. 1 Through 14

Program Modification …………………………………………….… 1 Through 14

New Certificate Program………………………………………….… 1 Through 14

New Associate Degree Program…………………………………… 1 Through 14  
New Degree Option ……………………………………………… 1 Through 14

Program Suspension or Termination…………………………….… 1 Through 14  
Reactivating a Suspended Program……………………………….. 1 Through 14  
Reactivating an Inactive Program………………………………….. 1 Through 14

Program = certificate, degree or degree option

1. Title of Proposal:

B. Proposed Implementation Date (Semester/Year):

C. Proposer (s):

### ATTACH YOUR PROPOSAL TO THIS CHECKLIST

ITEMS TO BE COMPLETED DATE   
 COMPLETED:

|  |  |  |
| --- | --- | --- |
| 1. Registrar Needs:   1. Initiator consults with Registrar and Sign-Off: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Copies of electronic communications may suffice as sign-off. 2. Initiator checks for Common Course Numbering Yes N/A   Course Number Assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |
| 2. Banner Change Form Completed **­­­­­­** Yes N/A | |  |
| 3. Sponsoring Division:                 Division Approval: | |  |
| 4. Conference with Dean of Academic Affairs and Sign-Off: \_\_\_\_\_\_\_\_\_\_\_  5. Proposal Turned in to CEAC Chair Chair Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Review Determination by CEAC Committee: (more than one option may be applicable)   1. Moved to CEAC committee review  - Skip to step 10 Comments: 2. Moved to GEACC   Comments: | |  |
| 6. GEACC Review Outcome Review Date:    Returned for Revisions  Moved to CEAC  Not Approved  Comments:      GEACC Chair Sign-Off: | |  |
| 7. CEAC Review Outcome Review Date:  Returned for Revisions  Moved to Open Hearing  Not Approved  Comments:  CEAC Chair Sign-Off: | |  |
| 8. Open Hearing Scheduled date: | |  |
| 9. Reconsideration of CEAC:       (if applicable) | |  |
| APPROVED AND FORWARDED TO AGENDA COMMITTEE | |  |
| NOT APPROVED – REVISE PER CEAC MINUTES | |  |
| RESUBMIT TO CEAC WITH NEW CHECKLIST | |  |
|  | |  |
| 10. Agenda Committee Meet & Requests President to Place Proposal on  Agenda for Next Professional Staff Meeting | |  |
| 11. Professional Staff Meeting: | Not Approved  Approved |  |
| 12. Submitted to President:[[2]](#footnote-2) | Not Approved  Approved |  |
| 13. Submitted to Registrar’s Office:[[3]](#footnote-3) No  Yes | |  |
| 14. Submitted to Board of Regents:3 | Not Approved  Approved |  |

1. *Copies of proposals should be sent by the initiator to the Dean of Academic Affairs and the President. Committee Chairs should be supplied with an electronic version of the proposal, which the Chairs will distribute to Committee members.*  [↑](#footnote-ref-1)
2. *President keeps CEAC Chairperson and Professional Staff appraised of the proposal’s progress. President places an announcement in the Weekly Bulletin upon approval. The original documents are forwarded to the Academic Dean.* [↑](#footnote-ref-2)
3. *The Dean forwards approved proposals.* [↑](#footnote-ref-3)