**Information for Faculty Requesting a to   
Add a New or Significantly Modify a Course**

Curriculum Committee (CC) is comprised of four elected faculty, the Associate Dean for Academic Affairs and Administration, the Registrar, and a student representative. The current roster may be found [here](http://roanoke.edu/A-Z_Index/Academic_Affairs/Faculty_Information/Faculty_Governance/Rosters.htm). The primary charge of CC is:

To examine carefully proposals for course changes, additions, and deletions; new majors, degrees, concentrations, and academic programs; and changes in general education requirements and departmental programs. .... Analysis shall include, but not be limited to, academic need and merit, suitability of the proposal to the purposes of the College, and availability of needed resources, including qualified personnel, library holdings, equipment, and financial resources. (*Faculty Handbook* 1.6.5.2.4 §B.1)

We appreciate the time and effort required for course development or major revision. Please remember that CC acts to assist faculty in this arduous task by providing critical feedback based on the standards that the college has established. This feedback does not usurp the faculty member’s content authority, but brings to bear the variety of disciplinary perspectives of the Committee.

**Collaborate and build support**

Nearly every new or modified course or program affects other faculty and programs. Collaborate with others as you draft a proposal. Discuss goals, rationale, and challenges with them. Proposals must have the endorsement of the department chair. Proposals that affect programs outside of the home department must describe discussions with those affected programs.

If you are planning a new or significantly modified program, please provide advance notice to the Chair of Curriculum Committee and the Associate Dean for Academic Affairs and Administration. This helps the committee plan. These individuals are also available to assist you as you prior to submission.

**Build a Rationale**

The most compelling rationale for new courses, new programs, or changes to programs will be grounded in program-level learning outcomes, which are statements of what students will know or be able to do upon completion of a program.

**Choose the right form**

* *Request for a Reportable Change to a Course* should be used when you wish to change the title, description, or prerequisites but not significantly alter the course. It is fast and efficient. No syllabus is required.
* *Request to Add or Significantly Modify a Course* should be used for all new courses that are NOT part of a program revision happening at the same time. It is also used for significant revisions of an existing course, including any revision of a course that has not been taught in 5 years. This form can handle simple catalog changes such as adjusting how the course applies in a major while also adding or modifying the course. A full and detailed syllabus is required.
* *Request to Modify an Existing Program* should be used when you want to re-structure, add or remove options, and similar changes to a major, minor, or concentration. New courses can be included using this form if they are part of a bigger package. You don’t need separate course proposal forms, but you will need full and detailed syllabi.
* *Request to Add a New Program* should be used when you want to propose an entirely new program. Any new or modified courses that are part of the bigger package can be included using this form. You don’t need separate course proposal forms, but you will need full and detailed syllabi.

**Meet the Deadlines**

* September 1 is the submission deadline for courses to be taught first in the following spring.
* November 1 is the submission deadline for all program proposals (but send them earlier if you are ready)
* January 20 is the submission deadline for all courses to be taught first in the following fall.

**Submission Process**

Submit your materials to the online system on the webpage <https://www.roanoke.edu/inside/a-z_index/academic_affairs/faculty_information/course_proposals> . At this point, the documents will forward to your chair for approval. Allowing a week for this approval process is helpful. Only after the chair gives electronic approval will the documents move forward to CC. If you don’t get an automated email that your chair has approved the proposal, investigate.

**Review Process**

CC will review your materials. The more complete and thoughtful your materials are, the faster the review. Detailed instructions appear within that document template. Syllabus guidelines include both required and suggested elements.

The CC Chair will communicate with you during the review process to let you know the status of your proposal. Timely communication with CC at this point in the process is paramount. Expect significant conversations over multiple weeks. The goals are to clarify and improve the proposal and increase the likelihood of its approval at a Faculty Meeting.

Your proposal must be approved in committee at least two weeks before the next Faculty Meeting to make it onto an agenda.

CC may move the course to the faculty in one of three ways: 1) the course is recommended for adoption; 2) the course is presented without recommendation; or 3) the course is not recommended for adoption. At this point, the faculty control the decision related to the course.

**Important to Note**

No new courses or course modifications will be considered by the Committee until ALL necessary catalog changes have been submitted (see Catalog Changes section of Proposal form). These catalog changes move to the faculty floor with each course proposal exactly as you list them – completeness is imperative.

Attention to all details of the proposal process, including communication with your colleagues, department, chair, and CC, can streamline the approval process.

**Syllabus Guidelines**

**Required elements**

* Course number
* Course title & description
* Specific course learning outcomes
* Materials for which students are responsible, i.e. texts, software
* Attendance policy
* Grading policy
* Testing policy, including protocol for make-ups
* Academic integrity statement
* Statement of required hours (12 hours total for a one-unit course)
* Office location and hours

**Suggested elements/considerations**

* **Other course policies/assignments** - Be clear, consistent, and fair.
* **Appropriate Rigor** - Consider course level and type
  + Content difficulty
  + Number of assignments/quizzes/tests
* **Coherence** -Consider overall organization and sequencing.
  + Connection of intended learning outcomes to assignments and assessments
  + Connection to program level learning outcomes
  + Relationship to other programs (majors/minors/concentrations)
* **Grading** - Consider course level and type.
  + Weight of grades
  + Number and placement of graded opportunities
* **Distinctiveness** - New courses must be sufficiently different from existing courses to merit credit if a student takes both.
* **Information on Academic Support** – Statements related to Writing Center, Tutoring, Office of Accessible Education, etc.

**Request to Add a New or Significantly Modify a Course**

If you are requesting a reportable change to an existing course, please use the far shorter Request for a Reportable Change Form.

If this course is part of a larger program change, you don’t need this form. The information is collected in the form for proposing a New Program or a Modified Program

Please read the Guidelines pages but don’t include them in the document you submit to CC. Save just the Proposal pages as a separate document on your drive using a file name that includes the course ID and your name (e.g. RELG666Name).

Proposing faculty should be discussing their plan with the department chair. The chair must provide some of the information needed to complete this form.

Proposing faculty should plan to submit at least one week prior to the deadline in order to give the chair time to review and approve the proposal. (September 1 and January 20)

This proposal form and the course syllabus are then uploaded at <https://www.roanoke.edu/inside/a-z_index/academic_affairs/faculty_information/course_proposals> . Click the SUBMIT button to upload your proposal and syllabus. The uploaded documents go to your chair first, moving forward to CC only after the chair’s electronic approval. If you don’t receive an email confirmation that you chair has approved the proposal, please investigate.

This is a proposal to Choose an item. Date: Click here to enter a date.

Faculty member completing form: Click here to enter text.

**Course Data**

1. Course designator, number & full title (e.g. RELG 101 Genesis):  
    Click here to enter text.
2. Titles get shortened to 30 characters for the COL and transcripts. If the title used above exceeds 30 characters*,* provide a shortened title: Click here to enter text.
3. Course description for catalog: Click here to enter text.   
   *Maximum length = 50 words (may be expanded on syllabus).*
4. Prerequisites: Click here to enter text. Co-requisites: Click here to enter text.
5. Lecture hrs/wk: Click here to enter text. Lab hrs/wk: Click here to enter text.
6. Number of units of credit: Choose an item.
7. Is this course repeatable for credit? (Normally this is allowed for special topics, independent study, or similar courses): Choose an item.
8. Anticipated instructor(s): Click here to enter text.
9. If you are modifying an existing course, in what term was this course last taught?
10. In what term do you plan to first teach the new or modified course?
11. At what frequency will the course be offered in the future? (The department chair should provide this information to you.)

If you are modifying an existing course, answer Questions 12 and 13, then skip to Question 16.

1. What change(s) are you requesting?
2. Why do you want to make these changes? Whenever possible, your answer should include program-level learning outcomes for the program most closely associated with the course. Describe how the modified course better helps students achieve one or more of the outcomes. If you do not have a rationale based in program-level learning outcomes, please provide a rationale that helps Curriculum Committee and other faculty understand the purpose of the change.

If you are proposing a new course, answer Questions 14 and 15, then continue with the rest of the form.

1. Provide program-level learning outcomes for the program most closely associated with the course. Describe how the new course better helps students achieve one or more of the outcomes. Generally a course required in any program should have a rationale that is at least partially based in program-level learning outcomes. If you do not have a rationale based in such learning outcomes, please provide a rationale that helps Curriculum Committee and other faculty understand the need for the new course.
2. The department chair should provide this answer to you. If the new course is approved and taught on the schedule described earlier in this form, how will those TCUs be covered? For example, will you teach fewer sections of other departmental courses? Will you ask for a reduction in general education load or the addition of adjuncts? Note that the Dean’s Office will need to agree to any plan.

Answer these additional questions.

1. List all majors, minors, and concentrations that allow this course to satisfy a requirement. Before submitting this proposal, you must discuss the impact with coordinators for each of those programs. Describe those conversations here, noting both support and concerns from those programs.
2. If you are also ending other courses that this one will replace, list those courses along with any programs that allow them to satisfy requirements or as a prerequisite. (Get the department chair’s help with this.)

**Catalog Changes**

All new courses and many modified courses will require changes to the College Catalog. It is the proposer’s job to track down all those needed changes, including those in any program that allows the course to satisfy a requirement. Searching the electronic Catalog is a good way to find those spots. Consider all courses for which this course will be a prerequisite and all places where it will be listed as a requirement or elective within majors, minors, concentrations, licensure areas within your own and other programs.

1. Download the needed catalog sections from a Word document available at <https://www.roanoke.edu/inside/a-z_index/academic_affairs/faculty_information/course_proposals_and_syllabi>.

Make changes using proper formatting for Faculty Meeting minutes. New text must be in **bold** (NOT highlighted) and text that has been replaced must be struck through ~~(sample text~~). Paste the modified catalog language below.

Click here to enter text.

**Please add any additional information or comments that you would like to share with CC:**

Click here to enter text.