New/Change in Course Proposal (NCCP)

Please use this form if you are proposing a new course or proposing changes to an existing course, including changing subject code, course number, course title, type of course, units, enrollment cap, and/or course description, and/or adding a designation (e.g., core area, cultural diversity, and/or service learning). If you have any questions or have problems with the form, please contact the Program Assistant for Academic Effectiveness, Rosana Aguilar, at x5265 or rmagullar@usfca.edu.

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not ceschwaberland@usfca.edu? Sign out.

* Required

PLEASE NOTE that if this proposed new course or proposed change in course will change graduation requirements for any program (e.g. replaces another course as a degree requirement), a New/Change in Program Proposal (NCP) must FIRST be submitted. Once the NCCP is approved, the New/Change in Course Proposal(s) should be submitted.

Name, title, and email address of FACULTY MEMBER submitting this NCCP. *

NOTE: Only full-time faculty members may submit New/Change Course Proposals.

Your answer

What are you proposing? *

- A New Course
- Change(s) to an Existing Course

NEXT

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New/Change in Course Proposal (NCCP)

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* Required

Proposal for Change(s) to an Existing Course

Please fill out all sections relevant to your change as thoroughly as possible. Any missing information from the relevant sections will delay processing and review of your proposal.

Department or Program that houses the course *

e.g., Psychology, MAPS, or MS Biology

Your answer

Date of department/program approval for changes to course *

All new courses must be approved by the chair/director and program faculty, including support for any proposed course designations (e.g., Core Area, CD, or SL)

MM  DD  YYYY

/  / 2017

Please upload minutes of department/program meeting at which new course (including any proposed designations) was approved OR letter from Chair/Program Director indicating department/program approval of new course, including support for proposed designations. *

ADD FILE

Please provide the name, title, and subject code of the course you would like to change. *

Your answer
In what semester/session will this proposed course change first be implemented? *

Choose

Please review the CAS Syllabus Guidelines, available here: http://tinyurl.com/CASSyllabi *

☐ I have read the CAS Syllabus Guidelines and have prepared a proposed syllabus for this changed course that meets these guidelines.

Please upload your proposed course syllabus. *

ADD FILE

Changing Subject Code

Current Subject Code
e.g. PSYC, MSEM, RHET

Your answer

Proposed Subject Code
Must be 3 or 4 letters, no numbers or special characters. (e.g., PSYC, MSEM, RHET)

Your answer

Approval from Proposed Department
If subject code change will result in a new department housing the course, please provide documentation of new department's FT faculty support for the course (e.g., department/program meeting minutes or letter from Chair/Program Director indicating FT faculty support for course being housed in the new department/program).

MM DD YYYY

/ / 2017

Please provide a rationale for your proposed change to Subject Code
Note that subject codes are rarely changed in the College so a compelling rationale must be provided.

Your answer
Changing Course Number

Please provide the current subject code and course number
e.g., PSYC 313, MSE 699, RHET 130

Your answer

Please provide the proposed subject code and course number
e.g., PSYC 315, MSEM 697, RHET 140

Your answer

Please provide a rationale for the proposed change in course number

Your answer

Changing Course Title

Current Course Title
e.g., Abnormal Psychology

Your answer

Please review the Course Title Guidelines, available at
http://tinyurl.com/CASCourseTitle

☐ I have read the CAS Course Title Guidelines

Proposed Course Title
e.g., Strange and Odd Things (NOTE: ALL COURSE TITLES MUST BE FEWER THAN 30 CHARACTERS)

Your answer

Please provide rationale for proposed change to Course Title

Your answer
Changing Type of Course

Please indicate the Current Course Type
(e.g., lecture, seminar, fieldwork, laboratory, studio)
Choose

Proposed Course Type
(e.g., lecture, seminar, fieldwork, laboratory, studio)
Choose

Please provide a rationale for the proposed change in Course Type.
Your answer

Changing Number of Units

Current Units for Course
e.g., 1 unit, 4 units, 0 units
Your answer

Proposed Units for Course
e.g., 1 unit, 4 units, 0 units
Your answer

Will changing the number of units for this course impact the graduation requirements of a program(s)?
Choose

Please provide a rationale for the proposed change of units:
Your answer
Changing Enrollment Cap

Current Enrollment Cap for Course
e.g., 18 students, 35 students, 60 students

Your answer

Proposed Enrollment Cap for Course
e.g., 18 students, 35 students, 60 students

Your answer

Please provide a rationale for the proposed change to enrollment cap.

Your answer

Changing a Course Description

Please provide the current course description
Provide the course description precisely as it currently appears in the USF Catalog.

Your answer

Please review the Course Description Guidelines, available at http://tinyurl.com/CASCourseDescriptions

☐ I have read the CAS Course Description Guidelines

Please provide the proposed course description
NOTE: Description must be less than 300 characters, in accordance with the CAS Course Title Guidelines

Your answer

Please provide a rationale for the proposed course description

Your answer
Adding Core Designation

If you are proposing a core area designation for your course, please indicate which core area designation you are requesting:

Choose

Please explain how each core area learning outcome will be met and how students will be assessed to determine whether or not they are achieving the core learning outcomes.
Core Learning Outcomes are available here:

Your answer

If you are proposing a core area designation, please describe how the breadth requirement is going to be met.
The Core Breadth Requirement is available here:
https://my.usf.usfca.edu/sites/default/files/ForNCCPBreadthRequirement.pdf

Your answer

Removing Core Designation

If you are proposing to remove a core area designation from your course, please indicate which core area designation you wish to remove:

Choose

Please provide a rationale for removing the core area designation from your course

Your answer

Adding Cultural Diversity Designation

Please explain how each Cultural Diversity learning outcome will be met and how students will be assessed to determine whether or not they are achieving the CD learning outcomes.
Cultural Diversity Learning Outcomes are available in the "Courses" section of the CAS Academic Effectiveness page.

Your answer
Removing Cultural Diversity Designation

Please provide a rationale for removing the Cultural Diversity designation from your course

Your answer

Adding Service Learning Designation

Explain how each Service Learning learning outcome will be met and how students will be assessed to determine whether or not they are achieving the SL learning outcomes.

Service Learning Learning Outcomes are available in the "Courses" section of the CAS Academic Effectiveness page.

Your answer

Removing Service Learning Designation

Please provide a rationale for removing the Service Learning designation from your course

Your answer

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