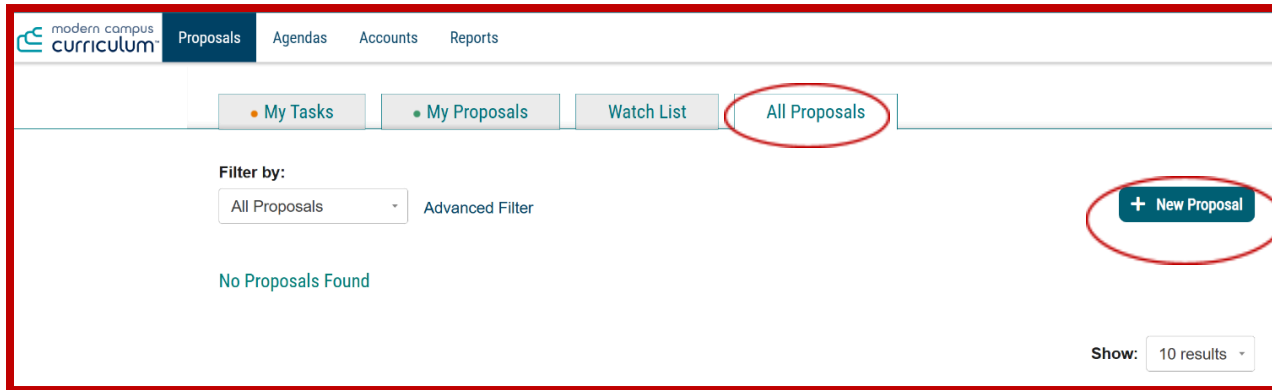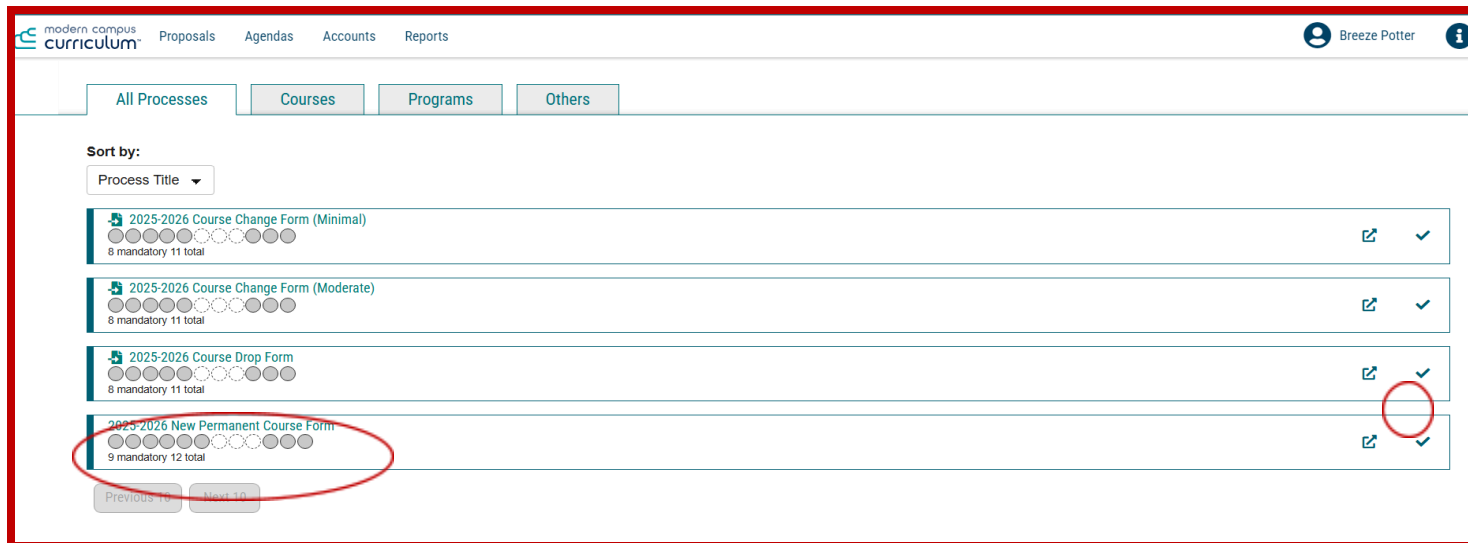# HOW-TO: New Permanent Course

STEP 1: Build Your Proposal

- Log in to Curriculum using the link in your portal. Navigate to **All Proposals** tab and click the **+ New Proposal** button on the right side:

- This brings up all available course forms. To add a new course, click the check mark to the right on the **New Permanent Course Form for the academic year**:

HOW-TO: New Permanent Course

STEP 2: Read Directions

- Review the section titled, "**Read Before You Begin Your New Permanent Course Proposal:**" for details about how to use the **New Permanent Course Form**. Please note, if your new course will be part of a program, you will also need to submit a corresponding program proposal.

Read Before you Begin Your New Permanent Course Proposal: ^

Remember:

- Corresponding program proposals **are required** if your new course will be used in a program.
- **Course Learning Outcomes are required.** If applicable, include the ULO alignment of each outcome.
- For assistance, please contact Catalog & Scheduling Coordinator Jason Horne catalogandscheduling@wou.edu.

To Complete Your New Permanent Course Form:

1. Complete each section below.
2. Attach the **Course Syllabus** and any additional supporting documents (Note: Attachments are supplementary only. They are not utilized in implementing the course change).
3. **Save All Changes** and click **Validate and Launch Proposal** to submit.

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STEP 3: **Fill Out Your Proposal**

- **Rationale:** explain the reason to create a new course.

- **Academic Unit** – Use the drop-down menus to select the **College**, **Division**, and **Department**:

- **Basic Course Information** – Complete all sections of the basic course information. For each credit, students need a minimum of one hour of weekly instructor contact and an average of two hours of outside work.* For example, a 3-credit course might have 3 hours in class and 6 hours of outside work per week. Refer to the [Higher Education Coordinating Commission (HECC) rule on student work per credit hour](#). Some courses, like faculty-mentored

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Basic Course Information ⌃

Level*

○ Undergraduate   ○ Graduate

Subject*

| Select an option |

Course Number*

| |

Subject Title*

| Select an option |

Course Title*

| |

Short Title*

| |

ENTER IN ALL CAPS. SHORT TITLE HAS A 30 CHARACTER LIMIT (INCLUDING SPACES).

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Description*

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Credit Hours

For each credit, students need a minimum of one hour of weekly instructor contact and an average of two hours of outside work.* For example, a 3-credit course might have 3 hours in class and 6 hours of outside work per week.

Refer to the Higher Education Coordinating Commission (HECC) rule on student work per credit hour. Some courses, like faculty-mentored research, have different contact hour ratios.

Credits:*

Default Grade Mode*

Select an option

- Use the drop-down menu to select the **Default Grade Mode**:

Default Grade Mode*

Select an option

Letter Graded: Graduate Course

Letter Graded: Undergraduate Course

Pass/No Credit Only

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- **Course Category** – Review the **Course Category** definitions and select a **Course Category** from the drop-down menu. Answer all questions with "*****":

Course Category

- **Lecture:** A Lecture is a class session where students engage with their professor and with content to broaden their knowledge of one or more topics related to the course material. May include, but is not limited to, history, theory, background, foundational knowledge, concepts, laws, and principles. May correspond with required lab or recitation.
- **Seminar:** College seminar courses are typically small, and are generally led by a professor. They are often higher-level classes that focus on a specialized subject area in a given major or minor. Students are expected to participate regularly in college seminars,

- **Creative Arts Studio:** Art, music, theater, dance activity that does not result in a public performance large group. Instrumental or vocal instruction in small groups. Dance instruction in a small group.
- **Student Teaching Supervision:** This category is restricted to supervision as a primary technique of instruction in which the instructor assumes direct responsibility for the activities of the student, and that requires of the instructor an intensity of supervision resulting in an average of two hours per week with each supervised student or in liaison with agency personnel.
- **Supervision of internship, field, or research experience**

Course Category:*

> Select an option

Is this part of a 400/500 (slash) course offering?*

○ No ○ Yes

Does this course have a required companion course (i.e. lecture/lab or lecture/recitation combinations)?*

○ No ○ Yes

Provide the corresponding course:

If the companion course needs to be created or changed you need to submit a separate proposal. Completing this field does not generate a course proposal.

Lecture, Lab, or Recitation Notation

You may provide a notation for the catalog. For example, "Three hours of lecture and one two-hour laboratory period per week."

CIP Code*

CIP Code User Site: https://nces.ed.gov/ipeds/cipcode/default.aspx?y=56

- **Repeatability** – Select whether the course is repeatable. If it is, fill out the remaining fields in this section to define the repeat rules:

- **General Education** – Select whether the course is a **General Education Course** (this helps route the form to the appropriate steps in the workflow). If it is, use the drop-down menu to select the **General Education Category**:

▪ **Restrictions** – Fill out this section if you want to add **Prerequisites** or a **Corequisite** to the course:

- **Course Learning Outcomes** – Add at least one **Course Learning Outcome (CLO)**. Alignment to a GELO or PLO is not required, unless your course is a general education course. Do NOT change the values in the # column.

  PLO Alignment

  Each CLO may align with up to two Program Learning Outcomes (PLOs).

  - Format: Major - PLO# - PLO Text

    o Example: Data Analytics - 3 - Collect, analyze and assess evidence to reach informed conclusions and judgments.

  GELO Alignment

  Each CLO may align with up to two General Education Learning Outcomes (GELOs).

  - To ensure accurate reporting, you must copy and paste the exact GELO from the list below into the alignment box.

  - GELO List:

    o 1-Intellectual foundations and breadth of exposure

    o 2-Critical thinking

    o 3-Citizenship

    o 4-Multidisciplinary learning

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Instructions for Entry:

For each CLO, please use the following format. Alignment to a GELO or PLO is not required, unless your course is a general education course.

This example shows the format for each Course Learning Outcome and its alignments. The text provided will be entered into the standard table format. Simply omit any alignment lines that do not apply.

- Course Learning Outcome 1: Learn to carry out research across multiple disciplines
  - 1st GELO Alignment: 2-Critical thinking
  - 2nd GELO Alignment: 4-Multidisciplinary learning
  - 1st PLO Alignment: (Omit if none)
  - 2nd PLO Alignment: (Omit if none)
- Course Learning Outcome 2: Draft research into a scholarly presentation and refine with classmates
  - 1st GELO Alignment: (Omit if none)
  - 2nd GELO Alignment: (Omit if none)
  - 1st PLO Alignment: (Omit if none)
  - 2nd PLO Alignment: (Omit if none)
- Course Learning Outcome 3: Deliver a final scholarly presentation
  - 1st GELO Alignment: (Omit if none)
  - 2nd GELO Alignment: (Omit if none)

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- 1st PLO Alignment: Example Major - 1 - Be able to deliver scholarly presentations in a professional environment.
- 2nd PLO Alignment: (Omit if none)

Course Learning Outcomes*

- **Equivalency:** answer the required questions to inform us if the new course is going to be equivalent to a course that is being or has been dropped.

▪ **Supporting Information** – Answer all questions with an "*" in this section.

Supporting Information ⌃

Does this course include one or more high impact practice (HIP)?*

○ No ○ Yes

Are new/additional faculty and/or facilities needed to deliver this course?*

○ No ○ Yes

Will this course be used in any programs?*

○ No ○ Yes

Program Name(s)

[   ]

Provide details of additional faculty and/or facilities needed

[   ]

▪ **Acknowledgements and Attachments** – Attach a copy of the course syllabus to the proposal.

Acknowledgements and Attachments ⌃

Course Syllabus Required

Use the Files menu to the right to attach the course syllabus.

You may also attach additional supporting documents to your proposal.

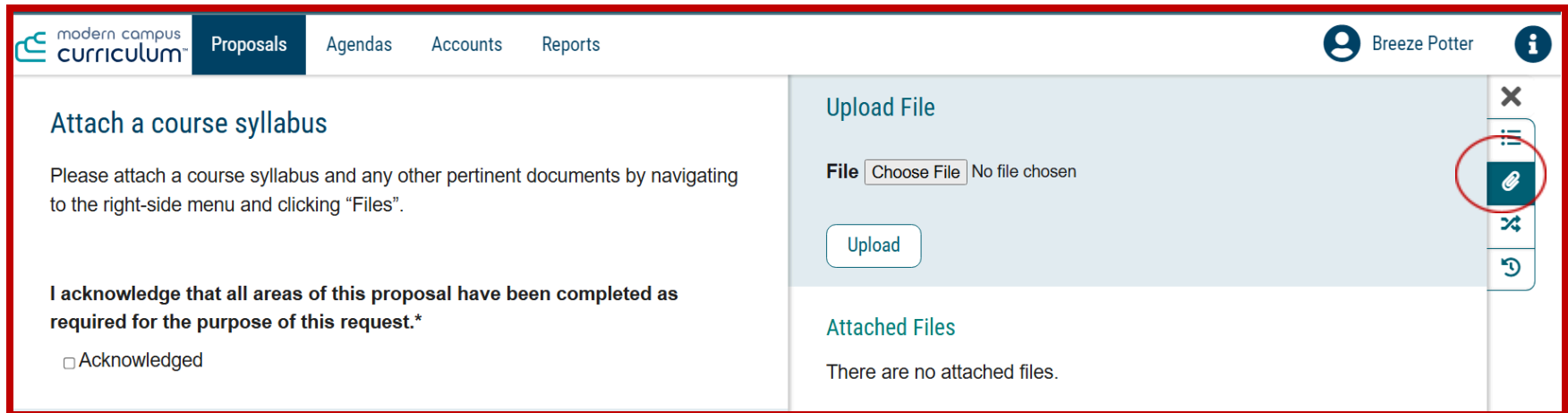Attachments are supplementary only. They are not utilized in implementing the course change.

Course Syllabus Attached*

☐ Syllabus Attached

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- To add attachments to your proposal, click on the file icon on the right tool bar and select the file you want to attach:
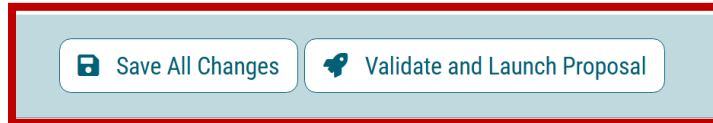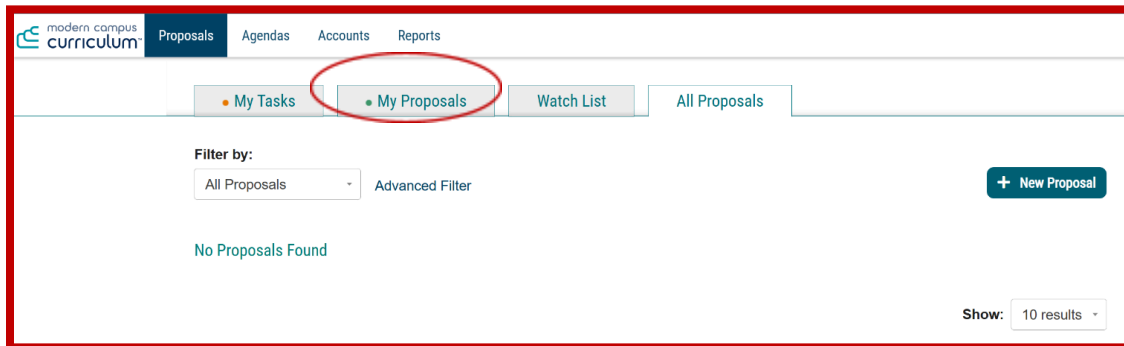
HOW-TO: New Permanent Course

STEP 4: **Launch & Track Your Proposal**

- **Save All Changes** and click **Validate and Launch Proposal** to submit your proposal. Please note, once your proposal is submitted, you will not be able to make any edits.

- To view your submitted proposals, click the **My Proposals** tab on the Curriculum Dashboard:

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▪ If your proposal is rejected at any step in the workflow, it will return to you for edits under the **My Tasks** tab. Once you are done correcting the proposal, you will need to click **Validate and Launch Proposal** to submit it back into the workflow: