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**New Course Proposal Form**

1. Complete the requested course information in the table below. Indicate “**NONE**” where applicable.

\*For Assignment of New Course Number, contact **Academic Scheduling**.

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| **Department:** |  |
| **Course Designation/Prefix:** |  |
| **\*Course Number:** |  |
| **Course Title:** |  |
| **Course Description: (Description should include language similar to Course Learning Outcomes)** |  |
| **Prerequisite(s):** |  |
| **Corequisite(s):** |  |
| **Pre-/Co-requisite(s):** |  |
| **Indicate if:**   * **Open ONLY to Select Student Population(s) OR** * **Specific Student Population(s) are RESTRICTED from enrollment in the course**   **Specify Population** |  |
| **Frequency course is to be offered (Select All that Apply)** | 🞏 Fall 🞏 Winter 🞏 Spring 🞏 Summer |
| **Suggested Class Limit:** |  |
| **Indicate if a special space, such as a lab, and/or special equipment will be required:** |  |
| **Faculty Information:** |  |
| **Are there currently faculty within the Department available to teach this course?** | 🞏 Yes\* 🞏 No\* |
| **Does this course require the faculty member to have a specific credential?** | 🞏 Yes\* |
| **\*If yes, please provide a Staffing Plan (see #13)** |  |
| **Does this course provide an imbedded Microcredential or Industry Certification?** | 🞏 Yes 🞏 No |
| **If yes, please include relevant information** |  |

1. Credits and Hours based on MSCHE Guidelines for *College Credits Assigned for Instructional Hours* -**\*Hours are based on hours per week in a typical 12-week semester** (Please check **ONE** box based on credits):

1-credit: 🞏 1 hour lecture

🞏 2 hours lab/field/gym

2-credits: 🞏 2 hours lecture

🞏 1 hour lecture, 2 hours lab/field

🞏 4 hours lab/field

3-credits: 🞏 3 hours lecture

🞏 2 hours lecture, 2 hours lab/field

🞏 1 hour lecture, 4 hours lab/field

🞏 6 hours lab/field

4-credits: 🞏 4 hours lecture

🞏 3 hours lecture, 2 hours lab/field

🞏 2 hours lecture, 4 hours lab/field

🞏 1 hour lecture, 6 hours lab/field

🞏 8 hours lab/field

More than 4-credits: 🞏 Number of credits: \_\_\_\_ (explain mix lecture/lab below)

\_\_\_ Lecture \_\_\_\_Lab

Explanation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Where** does this course fit? Select from the following:

|  |  |
| --- | --- |
| **🞏** Degree Program(s)/Certificate(s)\* | **List Degree Program(s)/Certificate(s):**  1.  2. |
| **🞏** General Education/Pathways | **Select ONE of the following:**  **🞏** Life and Physical Science (LPS)  **🞏** Math and Quantitative Reasoning (MQR)  **🞏** World Cultures and Global Issues (Group A)  **🞏** U.S. Experience in its Diversity (Group B)  **🞏** Creative Expression (Group C)  **🞏** Individual and Society (Group D)  **🞏**  Scientific World (Group E) |
| **🞏 82XX** Pilot/Experimental Course | **If proposed as a “real” course, where will this course fit?** Select from the following:  **List Degree Program(s)/Certificate(s):**  1.  2.  **Select ONE of the following:**  **🞏** Life and Physical Science (LPS)  **🞏** Math and Quantitative Reasoning (MQR)  **🞏** World Cultures and Global Issues (Group A)  **🞏** U.S. Experience in its Diversity (Group B)  **🞏** Creative Expression (Group C)  **🞏** Individual and Society (Group D)  **🞏**  Scientific World (Group E) |

**\*If Degree Program/Certificate is Selected:**

* Include an updated **Curricular** Map (Program Learning Outcomes) for each Degree Program/Certificate listed above.
* Include an updated Degree Map (semester-by-semester course sequence) for each Degree Program/Certificate listed above. For Degree Map template, contact Amanda Kalin, ext. 4611, [Amanda.Kalin@kbcc.cuny.edu](mailto:Amanda.Kalin@kbcc.cuny.edu)

The Following NYSED Guidelines must be adhered to for **ALL** Degree Programs:

45 credits of Liberal Arts (General Education) course work for an Associate of Arts Degree (AA)

30 credits of Liberal Arts (General Education) course work for an Associate of Science Degree (AS)

20 credits of Liberal Arts (General Education) course work for an Applied Associate of Science (AAS)

**Additional Separate Submissions** **Required**:

1. Curriculum Transmittal Cover Page indicating a “Change in Degree or Certificate”
2. Memo with rationale for inclusion of the course within the curriculum
3. “Current” Degree with all proposed deletions (strikeouts) and additions (bolded) clearly indicated
4. “Proposed” Degree, which displays the degree as it will appear in the *College Catalog*

For a copy of the most up-to-date Degree/Certificate requirements contact Amanda Kalin, ext. 4611, [Amanda.Kalin@kbcc.cuny.edu](mailto:Amanda.Kalin@kbcc.cuny.edu)

**If General Education/Pathways is Selected:**

* [Please refer to NYSED Guidelines for courses that are considered Liberal Arts (General Education).](http://www.nysed.gov/college-university-evaluation/department-expectations-curriculum)
* Pilot/Experimental/82XX courses CANNOT be submitted for Pathways until they are submitted as a “**real**” course.

**Additional Separate Submissions** **Required**:

1. Curriculum Transmittal Cover Page indicating BOTH “New Course” and “Pathways”
2. CUNY Common Core Pathways Submission Form
3. **List the Course Learning Outcomes:** – Course Learning Outcomes are measureable/demonstrable, containing “**action verbs**” (Blooms Taxonomy). If proposed to PATHWAYS, the Course Learning Outcomes should *significantly* align with the Pathways Learning Outcomes (refer to the Pathways Common Core Submission Form for Pathways Learning Outcomes). If proposed for a Degree program, the course should align with the Program Learning Outcomes (PLOs). **REMINDER** – Course Learning Outcomes are consistent for **ALL** **sections** of the same course and **MUST** be included on the syllabus.

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| **Course Learning Outcomes** |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |

1. **Assessment of Course Learning Outcomes**: The Course Learning Outcomes are measurable/demonstrable through the below listed sample assignments/activities. Include percentage breakdown for grading. **REMINDER** - Assessment of Course Learning Outcomes are based on a **Common Syllabu**s – to allow for **any** qualified instructor to teach the course.

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| --- | --- | --- |
| **Course Learning Outcome** | **Percentage of Grade** | **Measurement of Learning Outcome (Artifact/Assignment/Activity)** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |

1. **Who** is expected to enroll in this course? Please provide details for the student population(s), degree program(s)/certificate(s), and applicable concentration(s), this course is expected to address.

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1. Explain **why** this course is a necessary addition to the curriculum. **REMINDER** – Explain the course’s role within the selected Pathways Group or Degree program – How does this course meet the Program Learning Outcomes (PLOs)? Was the course a recommendation from a recent Academic Program Review (APR), Advisory Board, Accrediting Body, etc.? How might this course help students upon transfer to a baccalaureate program or transition into a career/workforce after KCC?

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1. **Transfer** – Provide a general explanation of the transferability of this course. Address all of the following in your explanation:
   1. Will this course meet a specific **degree requirement** in the equivalent baccalaureate program? Include the institution, degree program, and course equivalency.
   2. Will this course serve as the equivalent of a freshman/sophomore course (100/200 level)?
   3. Do we currently have an Articulation Agreement established (see current [Articulation Agreements](https://www.kbcc.cuny.edu/transartic/index.html)) with the transfer institution for the equivalent degree program? If you have a tentative Articulation Agreement/Communication with Chair at the transfer institution, please include.

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1. Will adding the course potentially **conflict** with other courses – in content or subject matter – offered in either your Department or in *another* Department? If it will, please explain **how** and indicate **why** the course is still necessary.

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1. Proposed textbook(s) and/or other required instructional material(s), including open educational resources (OER)– Please include any supplemental/recommended materials/texts to allow for **any** qualified instructor to teach the course:

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1. **Attach** **a** **Common Syllabus** that includes the Topical Course Outline for the 12-week semester. This should be **specific** and **explicit** regarding the topics covered and should contain the detailed sample assignments/activities being used to measure the Course Learning Outcomes. **REMINDER** – be mindful to focus on the Course Learning Outcomes, Course Content, and Assessment.
2. Selected Bibliography and Source materials:
3. **Staffing Plan** – please provide a staffing plan if there are currently **no faculty** within the Department available to teach this course or who do not have the required credential to teach this course.

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