When you are in the process of creating a new course, please contact your department’s representative to the College Curriculum Committee to inform them of your plans and to request assistance and advice as needed.

CAS = Dr. Pamella Oliver  HUSR = Dr. Kristi Kanel
COUN = Dr. Mary Read  KNES = Dr. Debra Patterson
HESC = Dr. Michele Moutappa  NURS = Dr. Penny Weismuller (Chair)
SOCW = Dr. Sean Hogan

If a department is submitting multiple courses as part of a new program or track, we suggest that the department first turn in 2 courses (preferably before the semester’s deadline) to get feedback and then submit the remaining courses after receiving approval for the first two courses. Many times the same corrections need to be made on each course and it will save the department time if they first obtain the suggestions for change from the Curriculum Committee. It is strongly suggested that the Chair proposing the new program or track consult closely with the Chair of the Curriculum Committee in order to expedite the review process.

For comprehensive resources on developing and revising courses go to [http://www.fullerton.edu/academicprograms](http://www.fullerton.edu/academicprograms) and click on “Curriculum Review: Forms and Procedures” for a review of templates, guidelines, and instructions.

Below are some suggestions when submitting new course proposals. This list is not exhaustive, but it does contain some items that are consistently addressed by the curriculum committee.

**General Tips**

- Because we have moved from paper copies to electronic format we are requesting that the department Chair be the person to electronically submit the New Course Proposal (NCP) and the syllabus for each course to the Chair of the Curriculum Committee. At the end of the process we will need one hard copy signed by the Chair, but that signed form is needed after all revisions are completed and the course has been approved by the HHD Curriculum Committee.
- When the Chair submits the New Course Proposal and syllabus, please send a separate email for each course (include both the NCP and the course syllabus). We are hoping that this procedure will facilitate communication and make it easier to track progress.

**New Course Proposals (NCP)**

- NCP forms are available on the Academic Programs website at [http://www.fullerton.edu/academicprograms/Forms/docs/07-08_NCP.doc](http://www.fullerton.edu/academicprograms/Forms/docs/07-08_NCP.doc)
- Instructions for completing the NCP can be found on the Academic Programs website at [http://www.fullerton.edu/academicprograms/Forms/docs/Instructions%20for%20Completing%20NCP%20Form%202002-04.doc](http://www.fullerton.edu/academicprograms/Forms/docs/Instructions%20for%20Completing%20NCP%20Form%202002-04.doc)
- On NCP page 1: IV. General Information: b. May this course be repeated for credit? The answer to this generally is “no.” This does not refer to students needing to retake the course because they did not pass. It applies to classes (e.g., performance courses) that can be taken multiple times for credit.
- Any prerequisites need to be included.
Learning goals and assessments should match. Fill in the suggested matrix on page 6, clearly linking course learning goals with specific course assessments and assignments.

Is the course content and assignments appropriate to the level of difficulty for the course (e.g., graduate, upper division, lower division, general education)? Learning goals for graduate level courses need to reflect higher level critical thinking. See Bloom’s taxonomy for descriptors. See http://www.fullerton.edu/academicprograms/Forms/docs/Student%20Learning%20Taxonomy.doc

Include submission date and revision dates on the NCP.

Include current submission date in the file name that you submit. We receive many iterations of these proposals and it is much easier to track them if file names contain the most current submission dates. An example: HESC_515_NCP_3_20_08 and HESC_515_syllabus_3_20_08.

If a similar course exists on the campus, has the department consulted with and obtained letters of support from that department(s)?

Syllabus

Number all pages.

Put the current revision date on the syllabus under syllabus title. Please do not use “insert date” with an automatic update. It is better to type in the current submission date so it will remain the same whenever we open the document. This lets us all know which “edition” we are viewing.

Please include dates in the file name to make them easier to track. (See bullet 7 above).

Section on disability is required. A sample of this is as follows:

Special needs policy: The mission of our Disabled Students Services Office is “to make all of the university’s educational, cultural, social, and physical facilities and programs accessible to students with orthopedic, functional, perceptual and/or learning disabilities.” Please inform me during the first week of classes about any disability or special needs that you have that may require specific arrangements related to attending class sessions, carrying out class assignments, or writing papers or exams; I will be most happy to make appropriate accommodations. According to the California State University Policy, students with disabilities need to document their disabilities at the Disabled Student Services Office. The office is located in UH 101; the phone number is (714) 278-3117. See www.fullerton.edu/disabledservices.

Section on academic dishonesty is required. A sample of this is as follows:

Academic honesty: All work for this class is to be your own work. You are responsible for familiarizing yourself with the Academic Dishonesty section of the University Catalog (page 558). You can access this information online in the Student Handbook, under Student Discipline, Academic Dishonesty Policy at http://www.fullerton.edu/handbook/policy. If you have any questions about what constitutes plagiarism or cheating, please ask the instructor.

Make sure to specify whether you will be using + / - grades. If you are using + / - grades, include precise point breakdowns or percentage scale for + / - grades. If there is a minimum grade required for acceptable completion of the course, then the passing grade must be stated explicitly on the syllabus. Please check your department grading policies to confirm.

Please check that course assignments and points match on both the NCP and the syllabus.

Does the syllabus follow the requirements outlined in UPS300.004 for course syllabi?

✓ Course name
✓ Course number
✓ Course objective(s)
✓ Text(s)
✓ Learning goals
✓ Grading standards, policy, and criteria (use of +/-)
✓ Assignments
✓ Test dates
✓ Extra credit options
✓ GE required information if necessary
✓ Class schedule and topics covered/activities