

# Expedited Revised Course Proposal Worksheet

**NOTE:** *If removing/deleting outcomes AND your course transfers to other schools in Michigan, use the* [*Revised Course Proposal*](https://internal.lcc.edu/provost/senate/standing-committees/cc.aspx) *worksheet.*

**Current Course Code**: Click or tap here to enter text.

**Current Course Title:** *(30 character limit)*

# Click or tap here to enter text.

## General Information

**Person(s) developing the proposal**: Click or tap here to enter text.

**Division**: Choose an item.

**Program Review Area:** Choose an item.

**Has the Dean reviewed and approved?**

 [ ]  **YES** [ ]  **NO**

 **If yes, provide Dean’s name and date of approval.**

Click or tap here to enter text.

[ ]  Syllabus Readability Changes – check this box if the change is only due to syllabus readability.

Proposed Course Syllabus**:** Complete all sections as it will appear on the official course syllabus

## Course Description

**Enter the course description below, with a maximum of approximately 50 words.**

Click or tap here to enter text.

Student Learning Outcomes**: Enter the performance-based student learning outcomes for the course.** *(See* [*Blooms Taxonomy Action Verbs*](https://www.lcc.edu/provost/senate/documents/cc/forms/blooms-taxonomy-job-aid.pdf) *for review).*

**Upon successful completion of this course, students should be able to:**

Click or tap here to enter text.

**Are outcomes driven by an accrediting body or regulatory body? (This information will be added to the syllabus.) Use an asterisk to indicate the outcomes above that are taken directly from the accrediting body:**

[ ]  **YES** [ ]  **NO**

**If yes, list the agency:**

Click or tap here to enter text.

## Evaluation

**Enter the methods that will be used to evaluate student performance, if it is required or optional, and the weight range. *(NOTE: The sum of all criteria, required and/or optional, must be able to equal 100%.)***

| Method Type | Required or Optional | Weight Range |
| --- | --- | --- |
| [ ]  Assignments | Choose an item. | Click or tap here to enter text. |
| [ ]  Class Participation | Choose an item. | Click or tap here to enter text. |
| [ ]  Exams or Tests | Choose an item. | Click or tap here to enter text. |
| [ ]  Final Exam | Choose an item. | Click or tap here to enter text. |
| [ ]  Papers | Choose an item. | Click or tap here to enter text. |
| [ ]  Portfolios | Choose an item. | Click or tap here to enter text. |
| [ ]  Projects | Choose an item. | Click or tap here to enter text. |
| [ ]  Quizzes | Choose an item. | Click or tap here to enter text. |
| [ ]  Reports/Presentations | Choose an item. | Click or tap here to enter text. |
| [ ]  Workbook | Choose an item. | Click or tap here to enter text. |
| [ ]  Worksite | Choose an item. | Click or tap here to enter text. |
| [ ]  Other *(please explain)*Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. |

NOTES:

Click or tap here to enter text.

## Additional Comments

Click or tap here to enter text.

**When completed:**

* **Forward this completed worksheet and any attachments to your Program Director, Associate Dean, or Academic Coordinator.**
* **The documents will be reviewed.**
	+ **If the CIMT rep has questions, you will be advised.**
	+ **If no questions, your CIMT rep or designee will enter the information into the 5-Star ticket system and the process will begin.**

**If you wish to be advised of the status, please check with your CIMT rep. or designee.**

## *AA Office Use Only:*

|  | Status | Initials | Date |
| --- | --- | --- | --- |
| 1. | Reviewed and approved by Dean |  |  |
| 2. | Received submitted 5-Star Ticket form |  |  |
| 3. | Forwarded to Director of Assessment, if necessary |  |  |
| 4. | Reviewed and approved by Director of Assessment, if necessary |  |  |
| 5. | Forwarded to Curriculum Committee |  |  |
| 6. | Reviewed and approved by Curriculum Committee |  |  |
| 7. | Reviewed and approved by Academic Senate |  |  |
| 8. | Reviewed and approved by Provost/designee |  |  |

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The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Human Resource Manager/Employee Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1879; Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-9632.