

# New Course Proposal Worksheet

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

**New Course Title**: *(30 character/space limit)*

Click or tap here to enter text.

**CIP Code:** 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.

**How were all program faculty members notified of this proposal?**

Click or tap here to enter text.

**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.

**Has the Provost Cabinet reviewed and approved?**

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

 **If yes, provide date of meeting approval was granted.**

Click or tap to enter a date.

**Faculty Minimum Qualification Recommendation Form** (available in 5-Star) Must be completed and submitted to Academic Affairs following Provost Cabinet approval of the course and before submitting the course proposal for review by the Curriculum Committee. Please check the box to acknowledge your understanding of this requirement.

[ ]  **I acknowledge**

## Accreditation

**Is this course creation the result of program accreditation changes?**

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

**If No, please provide a brief explanation for why the course is being created**.

Click or tap here to enter text.

## Transfer Information

**Do you expect this course to transfer to other colleges in Michigan?**

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

**If Yes, description is required**: *Please describe below the preliminary work that has been completed by the department to ensure that the course has transfer potential. Please include supporting documentation, e.g., email, notes from a phone conversation, etc. (You may upload documents using the attachment field at the bottom of the page. Contact the Academic Affairs department if assistance is required.)*

Click or tap here to enter text.

**Would the Program like this course to be considered for the** [**Michigan Transfer Agreement**](https://www.lcc.edu/provost/senate/documents/cc/forms/lcc-mta-guidelines.pdf) **(MTA)?**

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

**Would the Program like this course to be considered for General Education-Applied Degrees?**

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

**If Yes,** please complete the “Applied Course Recommendation Form” on the [Curriculum Committee webpage](https://www.lcc.edu/provost/senate/cc.html/#applieddegrees) ˃ Forms tab.

**Proposed Effective Semester (e.g., Fall 2023)**:

[ ]  Fall Year [ ]  Spring Year [ ]  Summer Year

**In which semester(s) do you anticipate this course will be offered:**

[ ]  Fall [ ]  Spring [ ]  Summer

**Will students be able to audit the course?** [ ]  **YES** [ ]  **NO**

**If not, provide a brief rationale for not allowing audit.**

Click or tap here to enter text.

**Will this course replace another course on a Pathway(s)?**

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

**If yes, which course number and name is being replaced?**

Click or tap here to enter text.

Will Banner accept the old course as equivalent to the new course?

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

Will Banner accept the new course as equivalent to the old course?

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

**List any Pathway(s) that will include this course as a requirement.**

Click or tap here to enter text.

**List any Pathway(s) that will include this course as a limited choice requirement.**

Click or tap here to enter text.

Curricular/Employment Information:Explain how this course fulfills a specific LCC program curricular need OR a training need for employers.*(See* [*Resources/Information for additional information and website references*](https://www.lcc.edu/provost/senate/cc.html) *˃ Forms tab)*

Click or tap here to enter text.

**State how this course avoids duplication of existing LCC courses that are similar in nature.**

Click or tap here to enter text.

**Evidence of consultation with other departments with interest in the course. Include a list of individuals and departments consulted and their comments.**

Click or tap here to enter text.

**Will this course run within the semester start and end dates?**

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

**If No, please provide an explanation below (including how many days before/after).** Please note, pre-approval from the Director of Financial Aid is required for a section to begin prior to the semester start date and/or run beyond the semester end date.

Click or tap here to enter text.

**What operational areas are impacted by the proposed new course (e.g., media, library, testing services, tutoring, and supplemental instruction) and have those areas been notified of the proposed changes?**

Click or tap here to enter text.

**Will a Course Fee Request Form be submitted?**

*Course Fees: If this course has a course fee associated with it, please review the Related Article: Resource/Information to complete the Course Fee Request Form and submit it to the CIMT member for your division. Because course fees need to be reviewed and approved by the Board, it is recommended that the form be submitted at the same time the Course Proposal form is submitted to the CC.*

[ ]  **YES** [ ]  **N/A**

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

**Number of Credits:** Click or tap here to enter text.

**Billing Hours:**  Click or tap here to enter text.

**Lecture Hours:** Click or tap here to enter text.

**Lab Hours:** Click or tap here to enter text.

**Other Hours:**  Click or tap here to enter text.

**What is the basis for determining the proposed number of credits?**

[ ]  **External Accreditation Requirement**

[ ]  **Anticipated Transfer (complete Transfer Information below)**

[ ]  **Other**

**If other, please review the** [**Credit Hour Assignment**](https://www.lcc.edu/provost/senate/documents/cc/forms/credit-hour-assignment.pdf) **document and then provide a
brief rationale for the chosen number of credits.**

Click or tap here to enter text.

## Course Description:

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

Click or tap here to enter text.

## **Student Success:** *Use the* [*Basic Skills Toolkit*](file:///%5C%5Cfleetwood.star.lcc.edu%5Clcc-all-public%5CAA-Public%5CAA-Office%5CCollege-Wide-Instructional-Forms-Processes%5CBasic%20Skill%20Toolkit%5CRevised%202019%20Basic%20Skills%20Tool%20Kit%20booklet.pdf) *to determine the placement score(s) needed for student success in the course. If none, please provide brief rationale.*

[ ]  **Reading** Click or tap here to enter text.

[ ]  **Writing** Click or tap here to enter text.

[ ]  **Math** Click or tap here to enter text.

[ ]  **None**

**If None, provide a brief rationale.**

Click or tap here to enter text.

Entry-level courses requiring college-level skills in reading, writing, and/or mathematics will also allow enrollment of students participating in program-recommended Embedded Academic Support (EAS).

**Indicate which concurrent Reading/Writing EAS option will be allowed for your course:**

[ ]  **NCAS and ENGL 098, Integrated Reading/Writing I** (ENGL 098 is for students with Reading Level 2 or 3 and Writing Level 2 or 3)

(NCAS is a non-credit course with embedded academic support for reading and writing, geared specifically to the college-level course area of study. For example: NCAS 102 is Noncredit Academic Supprt-ENGL, NCAS 104 is Non-credit Academic Supprt-PSYC, etc. Using PSYC 200 as an example, a student would enroll in ENGL 098 and NCAS 104 and a specific section of PSYC 200. You would need to speak with the ENGL department about the feasibility of developing an NCAS section for your entry-level course.)

[ ]  **ENGL 099, Integrated Reading/Writing II** (For students with Reading Level 4 and Writing Level 4; these students enroll in ENGL 099 concurrently with ENGL 121, Composition I)

Description: This integrated reading and writing cornerstone course develops contextualized applications of skills and strategies necessary for academic and career success. Areas of focus include critical thinking and research processes, with emphasis on relevancy and transfer to academic courses and career goals.

[ ] Neither (provide rationale below)

Click or tap here to enter text.

## Requisites:

**Enter the appropriate requisite(s) below. Include minimum grade required for any prerequisite course.**

**Prerequisite Course(s):** Click or tap here to enter text.

**Placement Score(s):** Click or tap here to enter text.

**Co-Requisite(s):** Click or tap here to enter text.

**Recommended:** Click or tap here to enter text.

**Restriction(s):** Click or tap here to enter text.

**Enter the materials, tools, apparel, etc. (not textbooks) required of the students.**

Click or tap here to enter text.

## Program Learning Outcomes

**Identify the Program Learning Outcomes this course links to and explain the connection. Contact your Associate Dean for your program outcomes.**

Click or tap here to enter text.

**Explain the connection this course has to the LCC Essential Learning Outcomes.**

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) *under Forms tab for review ).*

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

Click or tap here to enter text.

**Are student learning 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.

Grading Scale:*(See* [Resources-Information](https://www.lcc.edu/provost/senate/documents/cc/forms/resources-information.pdf)*)*

**Indicate the grading scale used for the course.**

[ ]  **LCC Standard Scale**

[ ]  **Alternate Grading scale**

 **Include alternate scale below.**

 Click or tap here to enter text.

[ ]  **Pass/Fail**

**For Pass/Fail, indicate minimum % for passing** **grade**: Enter numerical%.

Course Policies: Enter the course policy or policies that will be included for all sections

[ ]  **Class Attendance *(Only for Programs with licensure/accreditation requirements that mandate attendance-taking.)***

Click or tap here to enter text.

[ ]  **Participation *(See*** [***Course Syllabus Language: Replacing Attendance with Participation***](https://www.lcc.edu/provost/senate/documents/cc/forms/course-syllabus-language-replacing-attendance-with-participation.pdf) ***on Curriculum Committee webpage ˃ Forms tab)***

Click or tap here to enter text.

[ ]  **Late Tests and Assignments**

Click or tap here to enter text.

[ ]  **Other**: Click or tap here to enter text.

**Extra credit may be available for this class?** [ ]  **YES** [ ]  **NO**

**In the space below, enter course practices that should be included in ALL sections. If none, type "N/A."**

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. | Reviewed and approved by Provost Cabinet |  |  |
| 3. | Received submitted 5-Star Ticket from |  |  |
| 4. | Forwarded to Curriculum Committee-TRT & Director of Assessment |  |  |
| 5. | Reviewed and approved by Director of Assessment |  |  |
| 6. | Reviewed and approved by Curriculum Committee |  |  |
| 7. | Reviewed and approved by Academic Senate |  |  |
| 8. | Reviewed and approved by the Provost/designee |  |  |

LCC provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran’s status, or other status as protected by law, or genetic information that is unrelated to the person’s ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.

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.