URI College of Business (CoB) - Graduate Curriculum Committee (GCC)

Course Proposal Procedure

The GCC intends to add value and genuinely serve the college's best interests by its work. To make the course proposal review process consistent, transparent and easy-to-follow, we offer the following guidance to our faculty in helping them propose a course.

Our expected proposal review time is maximum four weeks.

Section-1: Course proposal at URI

The GCC receives the course proposals initiated by faculty member(s). After reviewing the proposed course, GCC may (i) approve the proposal, (ii) send it back for revision, or (iii) reject the proposal. The approval flowchart (process) is given in the next page.

Section-2: GCC's 10-points Review Criteria for Course proposals:

1) **Professionalism:** Is the proposal complete (e.g., prerequisites, course rationale and description, the number of seats and sections offered per year, and syllabi) and professionally written (free from spelling, grammatical and formatting errors)?
   - If not, the GCC chair will desk-reject the proposal without sharing with the committee (within one week of submission).
2) **Alignment with the program goals:** Does the proposed course align with the program-level learning outcomes?
   - The proposal should clearly specify how the course fits within the broader program curriculum and compliments/replaces other courses.
3) **Justification:** Be clear on the nature of the proposed change (new or altering existing) and provide updated syllabi for all affected courses.
4) **Instructor qualifications & Resources:** What skills are needed to teach the course? Are they available at the CoB? Are the required technological resources listed/available?
5) **Peer Institutions:** Provide a comparison with two or more similar courses at peer institutions.
6) **Faculty Support:** Is the Area faculty and the Program Director on board? Include minutes of the Area meeting or a note from the Program Director.
7) **Complete Syllabus:** Include clear learning objectives, methods of teaching, course, policies, assessment/grading plan, course schedule (including reading/assignment dates).
   - ATL guidance (https://web.uri.edu/atl/design/syllabus/)
   - Please put the standard syllabus language (required by URI) at the end of the syllabus
8) **Impacts** – include the impact statement on the library or on other programs
9) **Timeline:** Mention first term of offer, plan for development of new course, minimum enrollment expectation
10) **If a 400-level course is cross-listed at the same time with a 500-level course,** the graduate level work associated with the 500-level course needs to be differentiated. There should be a clear delineation of the additional work the graduate students are completing.

URI College of Business
Graduate Curriculum Committee (GCC)
Course Approval Process

1. Initiation
Faculty drafts proposal

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2. Consultation & Informal Support
(Optional: Colleagues, Program Coordinators)

Optional ↓

3. Optional Consultation with Associate Dean or Business Manager
(Budget, Resources, Scheduling)

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4. Submit to GCC

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5. GCC Chair Screening
(Completeness & Professionalism)

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6. Full GCC Review
(10-point criteria)
Approve / Revise / Reject

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7. CoB Faculty Vote

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8. Graduate Council & Faculty Senate
(University-wide Approval)