

Course Proposal Checklist

Signatures of approval verify that the information provided on a proposal is factually accurate and that all possible curricular impacts both within and outside of the originating department have been considered. Faculty proposers, department chairs, and college curriculum committees must ensure that proposals are prepared according to guidelines and are complete prior to submission. Incomplete proposals will be returned. Proposals containing factual errors will be returned for correction.

Double-check these items to ensure factual accuracy and eliminate the need to return proposals:

NEW COURSES:

1. Complete the New Course Proposal form in its entirety;
2. Use a course number that is available;ⁱ
3. List a tenure-track faculty member as the responsible party;ⁱⁱ
4. Attach supplemental forms for online or general education as applicable;
5. Attach a complete syllabus that contains the same factual information as the New Course Proposal form, i.e. course number, title, prerequisites, credits, etc.;
6. Include acknowledgement from department(s) where overlap of course content may exist;
7. For cross-listed courses, include acknowledgement from the other department(s);
8. Attach Library Impact Statement Response not the Library Impact Questionnaire;
9. Electronically sign the proposal forms (no scanned copies);
10. Submit the proposal packet through the proper sequence of channels (department, college curriculum committee, college dean, faculty senate office).

COURSE CHANGES:

1. Complete the Course Change Proposal form in its entirety;
2. List a tenure-track faculty member as the responsible party;ⁱⁱ
3. For “existing” information use the correct title, course code and number, credits, description, and prerequisites, information should be copied directly from e-Campus;
4. Complete the information in the “what is changing” box completely listing *all* changes being requested;
5. Attach supplemental forms for online or general education as applicable;
6. If changing the number of credits, complete the information in the “changing the number of credits” box on the form;
7. Attach an UPDATED syllabus that contains correct factual information, i.e. course number, title, prerequisites, credits, etc. and reflects the requested changes (use track changes to highlight those changes);
8. For cross-listed courses, include an acknowledgement of the changes from other department(s);

9. If changing a course code or number or deleting a course, supply a list of every occurrence of the course in the catalog, including any course description or pre-requisite statements from other courses;
10. Electronically sign the proposal forms (no scanned copies);
11. Submit the proposal packet through the proper sequence of channels (department, college curriculum committee, college dean, faculty senate office).

GENERAL EDUCATION COURSE PROPOSAL SUPPLEMENT:

1. Complete a New Course or Course Change proposal form
2. Complete the General Education Course Proposal Supplement in its entirety;
3. List the instructor's correct URI contact information;
4. If a course change, list factually correct course information copied directly from e-Campus for course code, number, title, etc.;
5. Attach the completed outcome template forms for **all** outcomes including Grand Challenge if applicable; (<http://web.uri.edu/generaleducationimplementation/course-development-workshops/>)
6. Submit the proposal packet through the proper sequence of channels (department, college curriculum committee, college dean, faculty senate office).

ONLINE COURSE PROPOSAL SUPPLEMENT:

1. Complete a New Course or Course Change proposal form;
2. Complete the Online Course Proposal Supplement form in its entirety;
3. List the instructor's correct URI contact information;
4. If a course change, list factually correct course information copied directly from e-Campus for course code, number, title, etc.;
5. Submit the proposal packet through the proper channels (department, college curriculum committee, college dean, faculty senate office).

Helpful Links:

Faculty Senate Curricular Instructions: <http://web.uri.edu/facsen/curricular-matters/>
Syllabus: <http://web.uri.edu/teach/syllabus/>

ⁱ To check availability of a course number, sign in to e-Campus and follow this navigation: Main Menu>Curriculum Management>Course Catalog>Course Catalog Search. Enter the subject area (i.e. HIS, JOR, CLA, etc.), enter the desired new course number in the catalog number box (i.e. 200, 254, 300, etc.), click search. E-Campus will check if a course with that number exists; if a course description comes up, the course number is **not** available. If the number is available for use, a message reading, "The search returns no results that match the criteria specified" will appear.

ⁱⁱ The integrity of the curriculum requires that permanent courses be supported by tenure-track faculty. The university's commitment to offer the courses listed in the catalog is enhanced when care is taken to approve only permanent courses that departments are reasonably assured of being able to offer.