WINONA STATE UNIVERSITY

PROPOSAL FOR A REVISED COURSE

This form is to be used to submit proposed revisions to an existing undergraduate or graduate course which can not be changed with the Notification Form. Every item on this form must be completed prior to submission to A2C2. The department proposing this revision must include a **Financial and Staffing Data Sheet** and the **New and Revised Course and Program Approval Form** with department chairperson’s and Dean’s signatures. Refer to Regulation 3-4, **Policy for Changing the Curriculum**, for complete information on submitting proposals for curricular changes.

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please provide all of the current information for this course:***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

 Course No. Course Title Credits

This proposal is for a(n): \_\_\_\_\_\_ Undergraduate Course \_\_\_\_\_\_ Graduate Course

Is this course for USP? \_\_\_\_Yes\*\* \_\_\_\_ No Is this course for GEP? \_\_\_\_Yes\*\* \_\_\_\_ No

List all Major Codes to which this proposal applies as a required course:

List all Major Codes to which this proposal applies as an elective course:

List all Minor Codes to which this proposal applies as a required course:

List all Minor Codes to which this proposal applies as an elective course:

Prerequisites \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grading Method \_\_\_\_\_\_ Grade only \_\_\_\_\_\_ P/NC only \_\_\_\_\_\_ Grade and P/NC Option

Frequency of offering \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please indicate any proposed changes in this course information***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

 Course No. Course Title Credits\*

This proposal is for a(n): \_\_\_\_\_\_ Undergraduate Course \_\_\_\_\_\_ Graduate Course

Is this course for USP? \_\_\_\_Yes\*\* \_\_\_\_ No Is this course for GEP? \_\_\_\_Yes\*\* \_\_\_\_ No

List all Major Codes to which this proposal applies as a required course:

List all Major Codes to which this proposal applies as an elective course:

List all Minor Codes to which this proposal applies as a required course:

List all Minor Codes to which this proposal applies as an elective course:

Prerequisites \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grading Method \_\_\_\_\_\_ Grade only \_\_\_\_\_\_ P/NC only \_\_\_\_\_\_ Grade and P/NC Option

Frequency of offering \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* If this course will change the number of credits for any major or minor, the form ***Proposal for a Revised Program*** must also be submitted and approved according to the instructions on that form.

\*\*For General Education Program (GEP) or University Studies (USP) course approval, the form ***Proposal for General Education Courses*** or ***Proposal for University Studies Courses*** must also be completed and submitted according to the instructions on that form.

**Please provide all of the following information:**

(Note: a syllabus or other documentation may not substitute for this)

A. **Changes in the Course Description.**This information will be submitted to MnSCU by the WSU Registrar’s office.

1. Provide both the current and the revised catalog descriptions of this course, including credit hours, prerequisites, and

 grading method. Please place these in two columns, side-by-side, for easy comparison.

 *2.* Provide both the current and the revised course outline of the major topics and subtopics to be covered in the course.

 These outlines should be, at a minimum, two-level outlines of topics and subtopics.

 Place these in two columns, side-by-side, for easy comparison.

3.a Instructional delivery methods utilized: (Please check all that apply).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Auditorium/Classroom | ITV | Online | Web Enhanced | Web Supplemented |
| Laboratory | Service Learning | Travel Study | Internship/Practicum |  |
| Other: (Please indicate) |

3.b. MnSCU Course media codes: (Please check all that apply).

|  |  |  |  |
| --- | --- | --- | --- |
| None: | 3. Internet | 6. Independent Study | 9. Web Enhanced |
| 1. Satellite | 4. ITV Sending | 7. Taped | 10. Web Supplemented |
| 2. CD Rom | 5. Broadcast TV | 8. ITV Receiving |  |

4. Describe both the current and the revised course requirements (papers, lab work, projects, etc.) and means of evaluation.

 Place these in two columns, side-by-side, for easy comparison.

 5. Describe both the current and the revised course materials (textbook(s), articles, etc.) to be used in this course.

 Place these in two columns, side-by-side, for easy comparison.

 6. List both the current and the revised student learning outcomes for this course and how each outcome will be assessed.

 Place these in two columns, side-by-side, for easy comparison

**B. Rationale**

 Provide a rationale for each of the changes proposed.

**C. Impact of These Changes on Other Departments, Programs, Majors, and Minors**

 1. Clearly state the impact of this revision on courses taught in other departments. Does this course duplicate the content of any other course? Is there an effect on prerequisites for this or any other courses?

 2. Would approval of this course revision change the total number of credits required by any major or minor of any department?

 If so, explain the effects which this course revision would have.

 3. If this revision has an impact on the major or minor of any other department or program, it is the responsibility of the department submitting the proposal to send written notification to the department(s) or program(s) affected. State clearly which other programs are affected by this proposal and whether the other departments have been notified and/or consulted. Attach letter(s) of understanding from impacted department(s).

**D. Attach to This Proposal a Completed**

 1. ***Financial and Staffing Data Sheet***

 2. ***New and Revised Course and Program Approval Form***

**E. Department Contact Person for this Proposal:**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name (please print) Phone e-mail address

**F. Review by Department A2C2 Representative**

I have reviewed this proposal and certify that it is complete \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of A2C2 representative

Definitions for codes in 3a and 3b:
01-Satellite:
02- CD Rom:
03- Internet: Predominately = where all, or nearly all, course activity occurs in an online environment. One to two activities

 may occur face-to-face in a classroom, with the maximum being two activities.

04 – ITV Sending: a course in which students are in the classroom with the instructor, other students join via interactive television

 technology from other geographically separate locations

05 – Broadcast TV:
06 – Independent Study: a course in which the teacher develops specialized curriculum for the student(s) based on department

 guidelines in the University course catalog

07 – Taped: a course in which the teacher records the lessons for playback at a later date

08 – ITV Receiving: a course in which students are not in the classroom with the teacher, other students join via interactive television

 technology from other geographically separate locations

09 – Web Enhanced- Limited Seat Time: For a course in which students are geographically separate from the teacher and other

 students for a majority of required activities. However, some on-site attendance is required. The course includes synchronous

 and/or asynchronous instruction.

10 – Web Supplemented- No Reduced Seat Time: For a course utilizing the web for instructional activities. Use of this code may

 assist your college/university in tracking courses for “smart classrooms” and/or facility usage.