

Course Inventory

Please see other comments in BLUE to help you create the most complete course proposal. Note that the small question mark buttons in each section will help you when you view the online version of this proposal.

New Course Proposal

Original Proposal Date

Thursday, September 6, 2018

Proposer(s)

Name:	E-mail:	Phone:	
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Subject Prefix

Select...

Catalog Number

Department

Select Department...

College

Select College...

General Information

Requested Start Term

Select...

The Requested Start Term is determined by deadlines set by the registrar. As such, you may receive a default selection here. Please see the list of deadlines [here](#).

Course Title

Course Description

Course descriptions must be concise and no longer than [40 words](#) (not including prerequisite information). Full sentences are not needed.

EXAMPLE: *Investigation of the primary concerns, themes, and historical, cultural, and sociopolitical contexts of literature produced by people of West Asian, East Asian, South Asian, and/or Southeast Asian descent in the United States. Prerequisites: Junior standing or English major;*

Word Count: 0

Is the course crosslisted, or are you adding a new crosslisting?

Yes No

Is this a replacement course?

Yes No

<- Choose the correct selections for your needs here.

Will course be taught on or off campus?

On Campus Off Campus

Does the course have field trips?

Yes No

Course Requirements

All upper division courses must have at least 1 prereq. This does not have to be a specific course; Examples of non-course requirements include jr standing, certain GE requirements, being in the major, etc. GE courses have specific types of prereqs. See GE site for rules about writing intensive courses [here](#).

Type	Course	Justification		
Select...				

Are there non-course requirements for enrollment?

Yes No

Re: modes of instruction, WTUs are the same for lecture and seminar. Review the link below for more information on modes of instruction.

Units per mode of instruction:

For the definition of a unit (credit hour) and amount of work associated with it, refer to the [CSU definition](#).

For more information on modes of instruction, click [here](#).

Lecture:

Laboratory:

Activity:

Seminar:

Supervision:

Discussion:

Total Units:

Grading Type Credit/No Credit Regular Early Start English Early Start Math English

Is course repeatable for multiple credit? Yes No

Is this course to be taught with specific subtitles? Yes No

Purpose of the Course

This is a required course

Yes No

This is an elective course

Yes No

Attach memos of support from other departments adding the proposed course to their curriculum. 

Uploading files requires [Adobe Flash 10](#). If you are required to attach files to this request, you will not be able to submit the request.

Uploaded Files:

Files To Be Uploaded:

This course is used in the following credential program(s):" 

Briefly explain the need for this course: 

This rationale should include this new course's relationship to your program's overall curriculum goals. If you are proposing a GE course, you should also address need within GE.

Re: the ULOs below: You do not need to have all checked, though many submissions will.

Indicate which of the following University Learning Objectives (ULOs) will be supported by the course:

- Think critically and creatively
- Communicate effectively
- Demonstrate expertise in a scholarly discipline and understand that discipline in relation to the larger world of the arts, sciences and technology
- Work productively as individuals and in groups
- Use their knowledge and skill to make a positive contribution to society
- Make reasoned decisions based on understanding of ethics, a respect for diversity, and an awareness of issues related to sustainability
- Engage in lifelong learning

Important: The CLA requires an additional memo to be completed regarding the Diversity Learning Objectives (DLOs). Please find that memo in the curriculum materials file at [\(link\)](#). This must be attached for consideration of course. Please attach in the "additional documents" section at the very end of this form.

Program Learning Objectives

Select a program to display program learning objectives supported by this course.

These are from **your** major or minor. Boxes will appear when you select your program. Please see your chair if you have questions.

GE or USCP Courses

Is this a General Education Course? 

Yes No

GE Course Information

If you would like to propose a GE course, you must first select the proposed GE area. Below is an example of the template for a C4 GE course. **Note:** Though it is not necessary to address every EO or CR, explanations here should be thoughtful and relevant to the specific EOs and CRs for the GE area for which you are proposing. You should speak with your chair and GE rep prior to proposing. Proposal will also be reviewed by the GE curriculum group.

Indicate proposed GE area: C4: Arts and Humanities (upper-division) 

EDUCATIONAL OBJECTIVES

Use the corresponding field to indicate which of the below educational objectives will be met by students upon completion of the course and explain how.

Students will be able to:

EO 1 apply knowledge and understanding acquired in lower-division coursework in the arts or the humanities to the advanced study of a subject or to new, but related, areas of inquiry;

EO 2 respond in depth to the kinds of arts-or-humanities issues approached in lower-division study;

EO 3 appreciate the implications of a focused area of study;

EO 4 appreciate the way in which relationships between one area of study and another provide perspective on knowledge.

CRITERIA

Use the corresponding field to indicate which of the below criteria will be met by the course and explain how.

CR 1 explores in depth a subject in the arts or humanities;

CR 2 provides perspective on the subject's relationship to other cultural achievements and to relevant issues of gender and diversity;

CR 3 serves as a writing intensive course in GE.

Is this a United States Cultural Pluralism Course?

Yes No

To be considered for USCP responses must be given to all of the four criteria below. Similar to the instructions above, comments here should be thoughtful and relevant to the particular area. To be considered for USCP credit, you must meet the essence of each of the five DLOs. The reflection you have already given to these in the above section may assist you in this area. This proposal will also be reviewed by the USCP committee.

USCP Course Information

United States Cultural Pluralism (USCP) courses must focus on all of the following criteria. Explain how the course addresses each of the criteria.

One or more diverse groups, as defined in the Cal Poly Statement on Diversity (see help bubble), whose contributions to contemporary American society have been impeded by cultural conflict or restricted opportunities, as stated in the [Diversity Learning Objectives](#). 

Contemporary social issues resulting from cultural conflict or restricted opportunities, including, but not limited to, problems associated with discrimination based on age, ethnicity, gender, nationality, abilities, religion, sexual orientation, socioeconomic status, or race

Critical thinking skills used by students to approach these contemporary social issues in a sensitive, responsible manner; examine their own attitudes; and consider the diverse perspectives of others

The contributions of people from diverse groups to contemporary American society

Course Learning Objectives and Assessment Methods

List the learning objectives for this course (e.g. what should students know or be able to do after taking this course) and the assessment method that will be used to collect direct evidence of student achievement of each learning objective. Consult the Associate Dean in your college about assessment resources.

Also, refer to the above program learning objectives (PLOs) and indicate which ones are supported by each course learning objective. Listing PLO numbers will suffice (e.g. PLO 1, PLO2). If the course is being proposed for General Education, indicate the GE educational objectives and criteria supported by the course (e.g. GE C3 EO 1, 2, 3, 6 and CR 2, 5). If the course is being proposed for U.S. Cultural Pluralism, indicate the USCP criteria supported in the Program Learning Objective field.

Prior to creating your CLOs, it may be helpful to review Bloom's Taxonomy and the page in the Curriculum Handbook that refers to CLOS ([here](#)). Upper division courses should include CLOs that refer to higher order thinking skills. It is suggested that each new course have approximately 5 CLOs. This section is one that often requires the most edits, so be aware that you may be asked to make changes here. After you have added your CLOs, please use one more line of this table to provide a grade breakdown with percentages for assessments (see below). If this is a GE course, please also note the word counts of your assignments to ensure that the writing requirements are met. More about that [here](#).

Course Learning Objectives and Assessment Methods

	Course Learning Objective	Assessment Method(s)	Program Learning Objective(s)	
1	(most courses have approximately 5 CLOs)	This is specific to your class (e.g., paper)	These are the PLOs that correspond to your CLO	
	(Example of last line of your table): OVERALL GRADE BREAKDOWN Please note: for writing intensive GE courses, please show that 50% of the grade and at least 3000 words are required.	Reflection Papers 20% Project 30% Midterm Final 20% Participation 20% 10%	N/A	

Expanded Course Content

List textbooks, materials, and/or other resources for the course.

Textbooks, materials, and/or other resources		

Provide a detailed outline of the content for this course

This is one of the most important sections with regard to your proposal. In this section, please list out weeks 1 through 10 and detail your readings, topics of discussions and assignments. This should be clear enough for a person outside of your field to understand in terms of basic explanation and progression of topics.

Week	Readings	Topics of Discussion	Labs, Activities, Assignments		

Final Assessment

Final assessments for 1-unit courses, labs, and activities occur during the regularly designated meeting time in the last week of instruction. Final assessments for all lecture and seminar courses (other than 1-unit courses) occur during the scheduled final assessment period ('finals week').

What will be the method for final assessment for this course?

Here, you will describe the final mode of assessment you will use (often a final exam, a final paper, project, etc.). **Note:** Instructors must be available during this time to administer and/or collect this final assessment - please clarify your plans with re: to this requirement.

Will the final assessment occur during the designated time period? Yes No

Consultation

List all courses that already cover any significant part of the planned content/learning objectives of this course either within the department or from other departments. Explain why duplication of subject matter is necessary. Please talk with any other department with which there will be significant duplication.

Courses with possible duplication of content

Code	Title	

Use the [memo template](#) for consultation with other departments offering any of the above listed courses. Attach signed memos to the proposal.

Uploading files requires [Adobe Flash 10](#). If you are required to attach files to this request, you will not be able to submit the request.

Uploaded Files:

Files To Be Uploaded:

Memos here (separate from the memos in the previous section) serve a dual purpose. They are sent to allow other programs to comment on the amount of potential duplication of material present in their program's curriculum AND to inform other programs who may be interested in this proposed course for their majors or minors. See the link above to download a copy of this type of memo, which should be filled out, signed by the appropriate entities and uploaded here. These should be uploaded at the time of submission of the new course proposal.

Course Delivery and Resources

Estimated number of students in one section of this course:

Which is the primary format in which the course is intended to be taught: 

Approximately, what percentage of faculty/student course contact hours will be **replaced** with technology? 

Indicate other formats in which the course is intended to be taught: 

Does this course require new equipment?

Yes No

Does this course require new supplies?

Yes No

Indicate type of teaching environment needed: 

Lecture Lab Studio Other

Indicate the names of faculty members who will initially teach the course.

This list must include at least one tenure-line faculty person.

Summer may not be the primary quarter the course is offered, except for with online courses.

Will staff resources be required to support the course? 

Note: Needed resources (including new faculty member) may or may not be available depending on scope and budget.

Does this course require new computer facilities and/or software?

Instructional Materials and Information Technology Accessibility

"It is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability." ([EO 926](#))

The [CSU Accessible Technology Initiative](#) requires that new course content, including instructional materials and websites, be designed and authored to be accessible to all students.

Please review the [Accessible Instructional Materials Checklist for Cal Poly Faculty](#) and related links to understand what this means as you develop your course content.

Take advantage of the [Center of Teaching, Learning and Technology](#) support tutorials, workshops and other services the [CSU Professional Development for Accessible Technology](#) resources.

I have reviewed the information and understand what is expected. Yes

If you still have questions or need any assistance, email the [Electronic and Information Technology Campus Compliance Officer](#) or telephone 805-756-5538.

Supporting Documents 

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Uploaded Files:

Files To Be Uploaded:

The CLA-required DLO supplemental form can be uploaded here.