

How to Propose a New Course or Course Change Through the Curriculum Committee

I. Initiation of a New Course Proposal

A new course proposal should be initiated by the faculty member¹ who expects to teach the course. The following are guidelines in preparing the course proposal:

- The faculty member should prepare a tentative course outline
- Consult with the UNL Undergraduate Bulletin or UNL Graduate Studies Bulletin to determine if any duplications exist.
- Survey students and departmental and college faculty to establish the demand for such a course
- Identify prerequisites for student success.
- After consultation with the unit administrator and the unit teaching faculty, the faculty member should prepare the course proposal packet.

The course proposal packet must include the following:

A. A completed "CASNR Curriculum Action Cover Sheet" mailed to CASNR Dean's

Office. B. Information for CREQ program at <https://creq.unl.edu/> includes:

1. Justification Statement to include:

Course level and rationale

Expected student enrollment

Relationship to other courses (Recommend using the search feature of the online undergraduate bulletin to assist with this section of the proposal.)

2. Proposed Bulletin Listing to include:

Course number

Course title

Crosslistings

Credit Hours

Term Offered

Lecture credit hours, lab credit hours, quiz credit hours, recitation credit hours

Prerequisites

Notes

Course description

C. A letter of support from the crosslisted unit, if the course is crosslisted.

D. The Course syllabus "including the following:

Course title

Contact information

¹Faculty eligible to submit a new course proposal or a revision to an existing course include Assistant professors and above, and those with equivalent rank, Continuous or Specific Term appointments of 0.5 FTE or greater and Assistant, Associate and Professors of Practice holding 0.5 FTE or greater Special Appointments and having three successive academic years of paid faculty service. Course submitters must also have a CASNR teaching appointment. (Bylaws of the University of Nebraska-Lincoln 3.2.1)

Instructor name

Office location

Contact information (telephone number and/or e-mail address)

Office hours

Required materials (including texts and personal equipment such as a calculator)

Course prerequisites

Attendance policy, if any

Special policies for the course, if any

Assessment

A list of papers, exams and other assessments that will contribute to the students grades, along with the exact or approximate value of those assessments either in points of percent of total grade. Repeated small assessment, such as homework or quizzes, can be considered as one time in the list of assessments.

Measurable Behavioral Objectives

Course Outline

Course Description

Due dates for major assignments: place, date, time of final exam

Policy requiring late assignments

Policy regarding academic dishonesty

ADA Statement:

Students with disabilities are encouraged to contact the instructor for a confidential discussion of their individual needs for academic accommodation. It is the policy of the University of Nebraska-Lincoln to provide flexible and individualized accommodation to students with documented disabilities that may affect their ability to fully participate in course activities or to meet course requirements. To receive accommodation services, students must be registered with the Services for Students with Disabilities (SSD) Office, 132 Canfield Administration, 402-472-3787 voice or TTY.

Classroom Emergency Preparedness and Response Information

Considerations for your class if there is an emergency:

- If the Fire Alarm is activated, exit the building by the nearest safe exit.
- If it is a weather emergency, follow the instructions for your building.
- For other emergency situations, consider the following
 - If immediate evacuation seems to be the best option, direct students to the closest exits away from the source of the emergency. Students should hold hands in the air when exiting the building.

- If immediate evacuation does not appear to be safe or feasible consider one of these options
 - If your room has a solid door with a lock, lock the door. If there is a second door in the room, also lock that door.
 - Turn off the lights
 - Have students get low and away from the door
 - Have everyone silence their cell phones and stay quiet
 - If the room is unable to be locked, consider whether a door that opens inward can be blocked.
 - If the room is unable to be locked or the door blocked, consider having personnel hide in locations where appropriate.
- When the emergency is over and the group is exiting, remind everyone to move slowly and hold their hands in the air.

ACE required material, if applicable:

Learning outcome for which the course is certified

The opportunities the course will give students to acquire the knowledge or skills necessary to achieve the Learning Outcome

Graded assignments which will be used.

Course syllabus format is based on information from the following websites:

<http://www.unl.edu/asenate/syllabuspolicy.pdf>

<http://www.unl.edu/gradstudies/current/dev/teachingtools/syllabus-checklist.shtml>

http://www.unl.edu/svcaa/documents/syllabus_memo.pdf

<http://www.unl.edu/svcaa/teaching@unl/index.shtml>

A new course is expected to be offered for the first time in the next academic year, unless otherwise requested by the faculty member. Please Kimberly Kraska (kkraska2@unl.edu) for assistance regarding the Schedule of Classes.

How to Propose Changes to Existing Courses

The course proposal packet must include the following:

- A. A completed "CASNR Curriculum Action Cover Sheet" mailed to CASNR Dean's Office.
- B. Information for CREQ program includes:
 1. Justification Statement to include:

Course level and rationale
Expected student enrollment
Relationship to other courses

2. Proposed Bulletin Listing to include:

Course number

Course title

Crosslistings

Credit Hours

Term Offered

Lecture credit hours, lab credit hours, quiz credit hours, recitation credit hours

Prerequisites

Notes

Course description

C. A letter of support from the crosslisted unit, if the course is crosslisted.

II. Unit Administrator's Responsibility

The unit administrator should discuss with the faculty member the demand for the course and its place in the total course offerings within that department and within the college.

The unit administrator should determine whether the faculty member will have the appropriate teaching FTE needed to offer such a course. The unit administrator should also review and approve the budget for the course.

III. Dean of College

When the CASNR Curriculum Committee has approved the curriculum requests and recommends the course to the CASNR faculty for approval, the Dean or Dean's designee will make available the detailed course request for review by interested faculty members and be prepared to answer questions concerning the request. The Dean is responsible for reviewing the budget requests for the new course.

IV. The Curriculum Committee of the College of Agricultural Sciences and Natural Resources

The CASNR Curriculum Committee is designated the responsibility for detailed discussion and review of all new courses, both undergraduate and graduate. The committee will review the course proposal packet, appropriateness of the prerequisites, and the appropriateness of the course number. It will request modifications as needed, and, when satisfied, recommend approval by the faculty.

V. Subsequent Actions

Following approval by the CASNR Curriculum Committee, 800-level courses and above, require UNL Graduate Council approval. Courses below the 800-level, require University Curriculum Committee approval.

VI. Anticipated Approval Timeline

Faculty should plan on a minimum of four months during the academic year, assuming that a proposal is approved at each stage without a request for change or clarification. None of the academic oversight committees meet during the summer.

Time Table for Submitting Curriculum Material

Procedure

A completed "CASNR Curriculum Committee Curriculum Action Cover Sheet." Send to the CASNR Dean's Office at 103 AgH, EC 0702. Proposal entered into the CREQ program.

Summary of Actions prepared and sent via e-mail to the CASNRFACULTY Listserv.

Proposals are finalized in the CREQ System for review by the University Curriculum Committee (UCC) and/or Graduate Council.

Time Line

Two weeks before the CASNR Curriculum Committee meeting.

Allow one week following the Curriculum Committee meeting to receive the Summary of Actions. Faculty have two weeks to review and approve.

The University Curriculum Committee (UCC) meets monthly usually the middle of the month. Approvals can be viewed online.

The following example illustrates the above table.

October 7	Requests submitted to CASNR Curriculum Committee
October 21	CASNR Curriculum Committee meets
October 28	The Summary of Actions is e-mailed to faculty
November 11	Deadline for appeal from Unit Administrators
November 18	Deadline for submitting requests to UCC for the December agenda
December	UCC meets and approves curriculum requests.

- Note: This calendar of activity would result in the course being first listed in the Undergraduate Bulletin the following year.

Undergraduate and Graduate Studies Bulletins

Items must be through the entire approval process to be included in the next Bulletin. To ensure inclusion, authors should have new course proposals submitted to the CASNR Curriculum Committee by December 1.

Both Undergraduate and Graduate Studies Bulletins are available online at:

<http://bulletin.unl.edu/undergraduate>

<http://bulletin.unl.edu/graduate>