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**Part 1: Course Details**

**Division/Department requesting change:**

**Course developer name and contact information:**

**Division Dean:**

**Academic year (e.g., 2018-19) change will take effect:**

**TYPE OF PROPOSAL**

 [ ] **New course (brand new course or courses that have not been offered in three or more years)**

 [ ] **Currently a 199 or 299 experimental course?** **Attach** **the 199/299** **course outline or syllabus**

 [ ]  New 199/299 experimental course (May be offered two times over a two-year period. After that, experimental courses to be submitted as a new course.)

**TYPE OF COURSE**

[ ]  **Lower Division Collegiate** [ ]  **Professional/Technical** [ ]  **Developmental, numbered below 100**

**COURSE NUMBER AND TITLE**

**To determine a transfer course number, check the** [Catalog of Lower Division Collegiate Courses](https://www.lanecc.edu/sites/default/files/currsched/ldccatalog01.docx) or do a web search for schools with similar courses. For CTE, look at schools with similar courses or contact the [Curriculum Office](https://www.lanecc.edu/currsched/curriculum) for help.

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| --- | --- | --- |
| **Course Prefix/ Number**  | **Short Course Title for Banner (30 character limit)** | **Full Course Title for print catalog**  |
|  |  |  |

**COURSE DESCRIPTION (aim for 300-400 characters/approximately 60-70 words) For help and examples, see** [Sample Course Descriptions](https://www.lanecc.edu/currsched/sample-course-descriptions)**.**

**[enter text here]**

**PREREQUISITES, CO-REQUISITES, GRADE OPTIONS, CREDITS**

Prerequisite courses: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**please use AND or OR and not commas between prerequisites)**

Placement test code and scores (e.g., 4cpa score of 75-120; if you need a code, contact testing) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Concurrency option (Yes, No or None)

Co-requisite courses:

Grade Option: [ ]  Graded (with P/NP option)  [ ]  Pass/No Pass only

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| --- | --- | --- |
| **Credit Breakdown**\_\_\_ Lecture\_\_\_ Lecture/Lab\_\_\_ Lab\_\_\_ Total Credits | **Contact Hours Per Week**\_\_\_ Lecture\_\_\_ Lecture/Lab\_\_\_ Lab\_\_\_ Total Contact Hours per week | **Contact Hour Formula** **1 lecture = 1 contact hour** **1 lecture/lab = 2 contact hours** **1 lab = 3 contact hours**  |

# **Part 2: Rationale, Equity, Library Resources, Course Overlap**

**RATIONALE AND CONTEXT Describe the context and rationale for the new course. How will this course meet the needs of transfer students or employers? What is the demand for this course? How does this proposal further the goals of the program or department? Provide details.**

**[Enter rationale here – 300 word limit]**

**CURRICULUM EQUITY STATEMENT** Please do not copy/paste the [COPPS equity statement](https://www.lanecc.edu/copps/documents/curriculum-equity). Reflect how your course supports equity. To promote an environment where all learners are encouraged to develop their full potential, this course will support Lane’s Curriculum Equity policy in the following way(s):

[Enter text here – 300 word limit]

**LIBRARY CONSULTATION Please contact your liaison librarian to schedule a 30+ minute individualized instructional consultation and collaboration session. In addition to your specific course-related questions, your librarian will be prepared to share:**

* **Library resources and services that support your teaching and student learning needs**
* **OER (Open Educational Resources) options that align with your program and course curriculum**
* **Strategies for integrating the development of information literacy skills into course content and/or assignments**

Please allow one week for the librarian to prepare for your consultation. If you are not sure who your liaison librarian is, you can either look it up on the [Library’s website](https://library.lanecc.edu/services/liaison) or call the Library Reference Desk at 463-5355. (Librarian signature required above.)

**COURSE OVERLAP Indicate any topic/content overlap with other courses. How will this course's topics and content be differentiated?** If there is overlap, faculty of overlapping courses must **agree on the extent of overlap and** **include a rationale** explaining its necessity. The dean of the division in which overlap occurs must sign approval (see checklist).

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| Division/department | Course Number / Title | Rationale | Dean of overlap course (name) |
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**CAREER/TECHNICAL COURSE TRACKING (required only for career/technical courses)**

Career/Technical courses are tracked within programs for purposes of Carl Perkins funding and budgetary planning. Indicate all degree or certificate programs for which this course will be required.

|  |  |
| --- | --- |
| **Programs in which course will be required** | **Division** |
|  |  |
|  |  |

# **Part 3: Outcomes, Assessments, and Topics**

**List course outcomes, Core Learning Outcomes (CLOs), and Assessments** List course learning outcomes. How will learning outcomes be emphasized and measured through course assessments? How will you incorporate Lane’s [Core Learning Outcomes and Dimensions](https://www.lanecc.edu/assessment/core-learning-outcomes)? Need help? Contact Tammy Salman.

|  |  |  |
| --- | --- | --- |
| [**Core Learning Outcomes and Dimension**s](https://www.lanecc.edu/assessment/core-learning-outcomes) **EXAMPLE** CLO 1.2:Determine information need, find and cite relevant information | **COURSE-LEVEL LEARNING OUTCOMES** (course outcomes) [See this page for guidance on writing outcomes](https://www.lanecc.edu/assessment/developing-and-refining-learning-outcomes)**EXAMPLE**  Describe and explain general plant structure and function in relation to plant growth and development. Upon successful completion of this course, students will be able to: | **ASSESSMENTS** Include specific assignments you will use to measure/observe student attainment of outcomes.  |
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|  |  |  |

**COMPETENCIES AND TOPICS COVERED (course outline)**

Example: [Course Outline Sample](https://www.lanecc.edu/copps/course-outline-sample) (from COPPS)

[Enter major topics or content to be covered in the course]

# **Part 4: Financial and Student Impact**

**Financial Impact Analysis**

Describe the financial impact of the proposed course, including: Instructional costs; workload (both FT and PT faculty and classified staff); physical space requirements (e.g., labs); additional equipment needs; additional fees; any cost reductions

[enter text here]

**Student Impact Analysis**

Describe the proposed course’s potential impact on students, including: Effect of changes on program requirements, articulations, cost, credit load, avoiding excess credits in transfer, financial aid credit limits, completion, and enrollments; determination of how new/revised courses transfer to four-year schools (please consult with your advisor).

For CTE, what impact will this course have on program credits (increase, decrease, or no change)? \_\_\_\_\_\_\_\_\_

[enter text here]

# **Part 5: Degree Requirements Applications (if applicable)**

**If applying for any of the following**, check the appropriate boxes and include your completed degree requirements forms with this course proposal. Go to the [Curriculum Office website](https://www.lanecc.edu/currsched/curriculum-forms) to download the appropriate forms.

[ ]  AAOT (Career Technical courses not eligible)

[ ]  Arts & Letters

[ ]  Cultural Literacy

[ ]  Information Literacy

[ ]  Mathematics

[ ]  Science /Computer Science

[ ]  Social Sciences

[ ]  Speech/Oral Communication

 [ ]  Health/Wellness/Fitness (all degrees)

 [ ]  Human Relations designation (for AAS degrees and certificates)

 [ ]  Sustainability course status (optional)

**College Approval (before signing, please see Curriculum Committee recommendations for this course in the committee’s** [**meeting minutes**](https://www.lanecc.edu/currsched/agendas)**)**

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Executive Dean for Academic Affairs Date

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

Vice President for Academic & Student Affairs Date