

# **Part 1: Course Details**

**Division/Department requesting change:**

**Course developer name and contact information:**

**Division Dean:**

**Academic year change will take effect:**

**TYPE OF COURSE**

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

**CHANGES TO COURSE**

|  |  |  |
| --- | --- | --- |
| **Enter Current Course Information**  **(fill out this column completely)** | **Proposed Change type  (check all that apply)** | **Proposed Course Changes** |
| Course number: | **Course number** |  |
| Course title: | **Course title** |  |
| Credits  \_\_\_ Lecture  \_\_\_ Lecture/Lab  \_\_\_ Lab  \_\_\_ Total Credits | **Credit change** | \_\_\_ Lecture  \_\_\_ Lecture/Lab  \_\_\_ Lab  \_\_\_ Total Credits |
| Contact hours per week  \_\_\_ Lecture  \_\_\_ Lecture/Lab  \_\_\_ Lab  \_\_\_ Total Contact Hours/Week | **Contact hours per week (see formula below)**  **1 lecture = 1 contact hour per week**  **1 lecture/lab = 2 contact hours per week**  **1 lab = 3 contact hours per week** | \_\_\_ Lecture  \_\_\_ Lecture/Lab  \_\_\_ Lab  \_\_\_ Total Contact Hours/Week |
| **Prerequisites (current : please use AND or OR and not commas between prerequisites)** | **Prerequisites** | **Prerequisites (proposed: please use AND or OR and not commas between prerequisites)** |
| **Placement test and code (**e.g., 4cpa score of 75-120; contact testing for codes) | **Prerequisite placement test/score** |  |
| **Concurrency ( Yes, No or None):** | Concurrency option (Yes, No or None) | **Concurrency option proposed: (Yes, No or None)** |
| **Co-requisites** | **Co-requisites** |  |
| **Grade option (letter or P/NP):** | Grade option (letter or P/NP) | **Grade option (proposed):** |
| **Copy/paste current course description.** If this course is repeatable for credit, please include a sentence in your description. E.g., “This course is repeatable for up to \_\_\_ credits.”  [enter text here] | **Course description (300 characters). For examples, see** [Sample Course Descriptions](https://www.lanecc.edu/currsched/sample-course-descriptions)**.** | **Enter revised description (aim for 300-400 characters/approximately 60-70 words):**  **[enter text here]** |
| **Copy/paste current learning outcomes:** | **Course learning outcomes, Core Learning Outcomes, and assessments** | **Enter new outcomes, assessments in chart below** |
|  | **Other (please explain)** |  |

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

**RATIONALE: Describe the rationale for this course revision**

**[Enter text here]**

**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.

**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 their approval (see p.1).

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| --- | --- | --- | --- |
| Division | Course Number / Title | Rationale | Dean of overlap course (name) |
|  |  |  |  |
|  |  |  |  |

**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. |
|  |  |  |
|  |  |  |
|  |  |  |

**COMPETENCIES AND TOPICS COVERED (include in 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 revised 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 revised 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 revision 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 these 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