E-mail completed forms to CurriculumAgenda@lanecc.edu | bring signed forms to the curriculum meeting 

# Revised Course

**Division/Department/Program requesting change**

**[Enter text here]**

**Course developer/course lead contact information**

**[name, e-mail, phone]**

**Academic Year in which change will take effect: e.g., 2017-18**

# **Part 1: Course Details**

**TYPE OF COURSE**

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

**CHANGES TO COURSE**

|  |  |  |
| --- | --- | --- |
| **Enter Current Course Information** | **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** **1 lecture = 1 contact hour****1 lecture/lab = 2 contact hours****1 lab = 3 contact hours** | \_\_\_ Lecture\_\_\_ Lecture/Lab\_\_\_ Lab\_\_\_ Total Contact Hours/Week |
| **Prerequisites:**  | [ ]  **Prerequisites** |  |
| **Co-requisites** | [ ]  **Co-requisites** |  |
| **Grade option (letter or P/NP):**  | [ ]  Grade option (letter or P/NP) |  |
| **Attach outline or syllabus that includes course description** | [ ]  **Course description (300 characters). For examples, see** [Sample Course Descriptions](https://www.lanecc.edu/currsched/sample-course-descriptions)**.**  | **Enter revised description below** |
| **Attach outline or syllabus** | [ ]  **Course learning outcomes, Core Learning Outcomes, and assessments**  | **Enter new outcomes, assessments in chart below** |
|  | [ ]  **Other (please explain)** |  |

**REVISED COURSE DESCRIPTION (300 characters):**

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

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

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

**[Enter rationale here]**

**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.

[ ]  **I have contacted my Library liaison.**

Liaison Librarian Date

**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.

|  |  |  |  |
| --- | --- | --- | --- |
| Division | Course Number / Title | Rationale | Dean signature |
|  |  |  |  |
|  |  |  |  |

**PROFESSIONAL/TECHNICAL COURSES COMPLETE THIS SECTION**

Professional/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** | **Division** |
|  |  |
|  |  |

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

**List course outcomes, Core Learning Outcomes (CLOs), and Assessments** Are Lane’s Core Learning Outcomes emphasized (taught explicitly and reviewed) in this course, and measured or demonstrated through course assessments (primary CLO focus)? Or, is a CLO either emphasized in this course OR measured/evaluated or demonstrated through a course assignment (secondary CLO focus)? If yes to either question, indicate which [Core Learning Outcomes and Dimensions](https://www.lanecc.edu/assessment/core-learning-outcomes) are linked to your course outcomes. Need help? Contact Tammy Salman, Faculty Coordinator, Assessment and Curriculum Development.

|  |  |  |
| --- | --- | --- |
| [**Core Learning Outcomes and Dimension**s](https://www.lanecc.edu/assessment/core-learning-outcomes) covered or assessed in the course. You do not need a CLO for each course outcome. | **COURSE-LEVEL LEARNING OUTCOMES** (course outcomes)What will the student ***know*** or ***be able to do*** at the end of the course? Write outcomes that are measurable, observable, or demonstrable. See [this list of measurable verbs](https://www.clinton.edu/curriculumcommittee/listofmeasurableverbs.cxml) or this [web page and verb wheel](https://teachonline.asu.edu/2012/07/writing-measurable-learning-objectives/) (based on [Bloom’s taxonomy](https://tips.uark.edu/using-blooms-taxonomy/)) for guidance. | **ASSESSMENTS** Include specific assignments you will use to measure/observe student attainment of outcomes. Some assignments may be used for multiple outcomes. For assessment ideas see [Authentic Tasks](http://jfmueller.faculty.noctrl.edu/toolbox/tasks.htm)  |
| **CLO 1:** Think critically1.2 Determine information need, find and cite relevant information | **EXAMPLE** Describe and explain general plant structure and function in relation to plant growth and development | 10-12 page research paper and oral presentation |
| CLO info here | Outcome text here / add rows as needed | Assessment here |
|  | Outcome  |  |
|  | Outcome  |  |
|  | Outcome  |  |

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

Example 1: [WR 121 Outline, outcomes, and assessments](https://www.lanecc.edu/llc/facultyresources/course-outline-wr-121)

Example 2: [Course Outline Sample](https://www.lanecc.edu/copps/course-outline-sample) (from COPPS)

[Enter text here]

**DEGREE REQUIREMENTS APPLICATIONS**

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

[ ]  AAOT

[ ]  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 and certificates)

[ ]  Sustainability course status (optional)

**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]

# Part 4: Divisional Review and Approval

**Human, Physical, and Financial Resources:**

[ ]  Additional instructional costs (staff, materials, services or facilities) will be incurred to offer this course. Source of funding:

[ ]  No additional instructional resources (staff, materials, services or facilities) are needed to offer this course.
Explain:

**Required Certifications for Instructors:**

[ ]  We have developed minimum course certification standards according to the COPPs procedure “Instructor Qualifications: Credit,” **to be filed with ASA** upon course approval.

[ ]  We have completed faculty certification form(s) for faculty qualified to teach this course, **to be filed with ASA and Human Resources** upon course approval.

**Fees:**

[ ]  We have completed fee rationale and fee request forms to be submitted to ASA upon course approval, in compliance with the COPPs procedure, “Fees: Special”

[ ]  No special fees will be required for this course.

**Divisional Recommendation:**

[ ]  The Academic Dean approves these course changes.
[ ]  Administrative Assistant has reviewed changes and kept a copy for divisional files.
[ ]  Faculty review of this course was completed within the division on [insert DATE here].

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

Academic Dean (signature denotes approval) Date

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

Administrative Assistant/Coordinator Date
(signature denotes review)

**College Approval**

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

Curriculum Committee Chair Date Executive Dean for Academic Affairs Date

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

Vice President for Academic & Student Affairs Date