

OFFICE OF THE FACULTY COUNCIL

NEW COURSE PROPOSAL FORM

# Faculty-level Curriculum Committee Submission Deadlines & Details

**Fall Winter 2018-19, Summer 2019 Academic Sessions**

June 1, 2017 Complete proposal package for all proposal types

October 15, 2017 Complete proposal package for New Course proposals and Changes to Existing Courses

Early submissions are welcome and appreciated. Incomplete and late proposals may not be processed in time for the requested academic session.

New Course proposal packages include the proposal form, a library statement, and consultation form (if applicable).

**New:**  Submit your proposal using the new [online submission form](http://laps.yorku.ca/office-of-the-faculty-council/curriculum-toolkit/).

**NOTE:** A Change to Existing Degree/Certificate proposal is required if a new course is to be coded as a program requirement in the course repository and included in as a Degree Requirement in the official undergraduate Academic Calendar.

**Completed Proposal Submission Date:** Click here to enter a date.

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| **Department:** |  |  | **UPD:** |  |

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| **Proponent Name:** |  |  | **Proponent Email:** |  |

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| **Effective Session:** | **Term:** (e.g., Fall; Winter; Summer) |  |  | **Year:** |  |

**New Course Information (Originator):**

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| **Faculty:** | AP |  | **Rubric:** |  |  | **Course #:** |  |  | **Weight:** | | Choose an item. |
| Indicate both the fee and MET weight if different from the academic weight: e.g., AC = 6.00, FEE = 6 | | | | | | | | | | **FEE:** |  |

**Expected enrolment:**

**Please specify if this is a York Abroad course: Yes No**

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| **Course Title: Maximum 100 characters**.The official name of the course as it will appear in the Undergraduate Calendar. |
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| **Short Title: Maximum 40 characters**, including punctuation and spaces.  The short title appears on any documents where space is limited (e.g. transcripts and lecture schedules). | |
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| **Brief Course Description: Maximum 60 words.** This is the official description of the course as it will appear in the Undergraduate Calendar.  The course description should be carefully written to convey what the course is about. For editorial consistency, **verbs should be in the present tense** (i.e., "This course analyzes the nature and extent of…,” rather than “This course will analyze..."). | |
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| Prerequisites: |  |
| Co-requisites: |  |
| [[1]](#footnote-1) Course credit exclusions: |  |
| Language of Instruction: |  |

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| Include the following information only if the course is limited to a specific group of students; closed to a specific group of students; and/or if there is any additional information necessary for students to know before enrolling (notes). | |
| Open to: |  |
| Not open to: |  |

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| **Expanded Course Description: Maximum 250 Words**  **The expanded course description must begin with the brief course description and include topics/theories.** |
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| **Will this course be cross-listed?[[2]](#footnote-2)** | | | | Choose an item. | **If *yes*, cross-listed to:** *(please complete details below)* | | | | | |
| **Faculty:** |  |  | **Rubric:** |  |  | **Course #:** |  |  | **Weight:** |  |
| **Faculty:** |  |  | **Rubric:** |  |  | **Course #:** |  |  | **Weight:** |  |
| **Additional cross-listings (if applicable):** | | | | | | | | | | |

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| **Will this course be integrated with a Faculty of Graduate Studies course?** (Yes/No) | | | | | | | | | |  |
| **If *yes*, integrated with:** | | | |
| **Faculty:** | GS |  | **Rubric:** |  |  | **Course #:** |  |  | **Weight:** |  | |

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| **Relevance**  **Which program(s) (or certificates) will this new course be applicable to and how?**  e.g., Program: English; Relevance: Core course. | | | | | |
| **Program:** |  |  | **Relevance:** |  | |
| **Program:** |  |  | **Relevance:** |  | |
| **Program:** |  |  | **Relevance:** |  | |
| **Program:** |  |  | **Relevance:** |  | |
| **Additional program relevance(s) (if applicable):** | | | | |
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| **Course Specific Learning Outcomes:** |
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| **Course Rationale:**  **1. How does the course contribute to the program learning outcomes of the program/degree?**  Proponents are asked to specifically make reference to the **University Undergraduate** **Degree-Level Expectations (UUDLES) Statement** for the program/degree when providing details as to how this new course will contribute to the program learning outcomes. The OCAV Guidelines on **UUDLES** can be found [here](http://laps.yorku.ca/files/2015/04/OCAV-Guidelines-Degree-Level-Expectations.pdf). |
| 1. ***DEPTH AND BREADTH OF KNOWLEDGE***:  2. ***KNOWLEDGE OF METHODOLOGY*:**  3. ***APPLICATION OF KNOWLEDGE***:  4. ***COMMUNICATION SKILLS:***  5.***AWARENESS OF LIMITS OF KNOWLEDGE:***  6. ***AUTONOMY AND PROFESSIONAL CAPACITY****:* |

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| **2. Please indicate the relationship of the proposed course to other existing offerings, particularly in terms of overlap in objectives and/or content.** |
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| Course Design  Please indicate how the course design supports students in achieving the learning outcomes.  *• For example, in the absence of contact hours what role does student-to-student and/or student-to-instructor communication play, and how is it encouraged?*  *• Detail any aspects of the content, delivery, or learning goals that involve “face-to-face” communication, non-campus attendance or experiential education components.*  *• Alternatively, explain how the course design encourages student engagement and supports student learning in the absence of substantial on-campus attendance.*  *• If this course incorporates Experiential Education, please contact the Experience Education Program Coordinator (eelaps@yorku.ca).* |
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| **1. Please indicated the planned frequency of offering and the number of sections anticipated (every year, alternate years, etc.)?** | |
| Frequency of offering: |  |
| Number of sections anticipated: |  |

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| **2. Please list the names of the department/school members currently competent to teach the course.** |
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| **3. Please list the instructor(s) likely to teach the course in the coming year.** |
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| **4A. Please indicate the number of contact hours (defined in terms of hours, weeks, etc) in order to indicate whether an effective length of term is being maintained.** | |
| Hours: |  |
| Weeks: |  |

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| **4B. or in the absence of scheduled contact hours a detailed breakdown of the estimated time students are likely to spend engaged in learning activities required by the course.** |
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| Evaluation:  Please address the following questions and provide details: |

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| **1. Please provide a detailed description of the basis of evaluation for the proposed course, including the type and percentage value of each assignment (out of 100%).**  *Note: when participation is one of the methods of evaluation, please provide a brief description of how it will be evaluated (e.g., participation in tutorial discussions; submission of response papers; leading a tutorial discussion; etc.).* | | | |
| Assignment: |  | Value (%): |  |
| Assignment: |  | Value (%): |  |
| Assignment: |  | Value (%): |  |
| Assignment: |  | Value (%): |  |
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| Assignment: |  | Value (%): |  |
| Assignment: |  | Value (%): |  |
| Assignment: |  | Value (%): |  |
|  | | **Total (%):** | **100 %** |

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| **2. If the course is to be integrated (graduate/undergraduate), please list the additional evaluation requirements for graduate students.** |
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| **3. If the proposed course is amenable to technologically mediated forms of delivery, please identify how the integrity of learning evaluation will be maintained (will “on-site” examinations be required, etc.)** |
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| Other Resources:  Please provide a statement regarding the adequacy of physical resources (equipment, space, etc.). If other resources will be required to mount this course, please explain.  **Courses will not be approved unless it is clear that adequate resources are available to support it.** |
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| Bibliography and Resources Lists  The reading lists must contain complete bibliographical information (full name of author, title, year of publication, etc.). |
| **Required Reading List** |
| ***The texts and readings included on this list are to be chosen from:*** |

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| **Suggested Reading List** |
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| **Online Resources List** |
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| **If the course is to be integrated (graduate/undergraduate), please list the additional readings required for graduate students** (please include complete bibliographical information as indicated above).  **If no additional readings are to be required, please provide a rationale as to why.** |
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| **Library Support Statement:**  Proposals for new courses **must include a library support statement** from the [Bibliographer](http://www.library.yorku.ca/web/about-us/) responsible for the relevant discipline to indicate whether resources are adequate to support the course. |

**Confirmation of Consultation/Approval**

If the proposed course is to be cross-listed, integrated, listed as a course credit exclusion with another course, or listed as a major/minor course option in another program, approval from all of the relevant parties is also required. **Proposals which require consultation but are submitted without evidence of consultation will not be considered.**

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| **Is evidence of consultation attached?** (please check) |  | **Yes** |  |  |  | **Not applicable** |
| [Curriculum Toolkit: Consultation Form](http://www.yorku.ca/laps/council/faculty/curr_tools.html) |  |  |  |  |  |  |

**Departmental Curriculum Approval**

The Committee on Curriculum, Curricular Policy and Standards will not consider new course proposals that have not been approved by the Department responsible for offering the course.

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1. “Course credit exclusion” is a formal status accorded to pairs of courses that are recognized as having sufficient overlap in content to warrant specifically excluding students from obtaining credit for both. [↑](#footnote-ref-1)
2. Cross-listed courses are offered jointly by two or more teaching units (such as departments or schools), or teaching units in two or more different Faculties. Regardless of the offering Faculty or discipline identified by the course prefix of a cross-listed course, every offered section of a cross-listed course is substantially the same as every other and all are therefore recognized as instances of the “same” course. [↑](#footnote-ref-2)