

New ELI Course Approval Procedure (FINAL, Approved 3/22/19)

When	Who	What (Deliverables and Discussions)	Follow-up/Action
Any time	Any faculty member, ADS, or instructor	<u>New Course Proposal</u> Title Level Rationale Eligible for ARSC 151 credit? (level VI only) Groups of students who might take it Learning outcomes Textbooks/published materials or plan for self-developed materials Major assignments/ assessments	Send to the Chair of the Curriculum Committee
Next available CC meeting	CC Invite course designer ¹	Discuss the proposal: are the LOs consistent with the curriculum? Is the course a good fit for the ELI? Are the course proposal and plan for materials development realistic?	Request revisions if necessary Liaise with Textbook and, if necessary, AT committee. Propose a resolution to the faculty when ready Request appropriate administrative support (e.g., release time, TA)
Next available faculty meeting	CT Faculty	CC sends latest draft of proposal to faculty in advance of the meeting CC Chair introduces resolution: “to approve [new course] as a pilot to begin no sooner than Session X to be taught only by [the course designer]” Course designer will present the course and answer questions	Vote at the next meeting (or e-vote) Once approved, fill out Registrar’s online form Registrar will add the course to the student IF (The course is <u>not</u> a choice on the instructor IF yet) ²
After at least 2 sessions of piloting	Course Designer or Level Coord. and CC ¹	Submit to curriculum committee: <ul style="list-style-type: none"> Proposed final syllabus Detailed 7- and 8-week timelines Course guide, explaining the rationale for the course, major assignments, and other advice to teachers gleaned through piloting And self-developed materials in a clear and organized format Curriculum committee will: Consult with Textbook Committee on the materials (if applicable) Request pilot course evaluations ³	CC decides to: <ul style="list-style-type: none"> Request further information; Send the course to the full faculty for a vote; Extend the pilot (requires faculty vote); Suspend the course, under exceptional circumstances

			(requires Director's approval)
Next available faculty meeting	CT Faculty	CC introduces resolution based on CC's decision (full approval or extended pilot). Course designer available to answer questions. Course guide distributed in advance in conjunction with mentoring. A newly approved course shall not, in its first iteration, be offered to a new faculty member (that is, someone other than the designer), if the designer is not available to provide mentoring.	Vote at the next meeting (or subsequent e-vote) Upon approval, the course can appear on the instructor IF.

Notes:

CC = curriculum committee; IF = intention form

¹ If the course designer is a committee member, they are recused from sections of meetings where decisions are made about their course.

² After one session of piloting by the course designer, the administration may choose to add the course to the instructor IF to solicit interested teachers, but it must be clearly labeled as a pilot. Since pilots are not fully developed, teachers should not be assigned to these courses without their consent.

³ Course evaluation data: the committee will ask the administration for a *summary* of the learning outcomes sections of the course evaluations plus the question asking whether students would recommend the course (regardless of teacher). Additionally, we would like pilot courses to ask an additional question: "This is a new course. Should this course continue to be offered? Please explain."