

June 25, 2013 / CFPCA

Guidelines for proposals for new course, course change, and Course Material Fee (CMF)

New course

1. Must use current form (dates 01/10/13)
2. **SAC and number** – subject code and course number, e.g., THR 5997
3. **Term and year** – for the following semester, FC must receive form by mid-semester
4. **Credits** – no variable credits (number of class hours/week must match credit hours, e.g., class meets for 3 hours of lecture and has 3 hours of credit attached). Exceptions: Directed Study. No zero credit courses.
5. **Pre-reqs** – all enforced. Can list courses with “and” and “or.” Cannot list courses for UG and grad students as “graduate standing or COM XXXX” – can list courses and then grads have to get override to take course.
6. **Limitations** – usually means level of student (e.g., junior standing)
7. Written consent is literal – and only if you truly want it. All courses are by consent of instructor, so that cannot be put on form.
8. **Other courses** – usually means courses within a department; left blank most of the time.
9. **Rationale** – must have a purpose to advance the curriculum or program.
10. Course may get approved, but accompanying CMF may not get approved.
11. **Syllabus** – must include Student Learning Outcomes, grading policy, and how grades are calculated (% of each graded element in final grade). For courses for both UG and grad students, must specify the different course content for each these groups: 1) what extra is required for grad students, 2) calculation of grades for grad students, 3) grading scale for grad students and state the Grad School policy of grading and grade scales.

Course Change

1. Same as above for points 2, 3, 4, 5, 6, 9.
2. Course may get approved, but accompanying CMF may not get approved.
3. Don't need to include a syllabus.

Course Material Fee

1. CMFs only approved for the following year. Must get CMF approved by CFPCA Faculty Council by mid-January (usually Jan. 15).
2. **Projected annual enrollment** – not semester enrollment.
3. **Projected costs** – this is per student cost breakdown.
 - a. You must show specific items (e.g., not enough to say “inks” – must state how many cans, cost per can, total cost or all cans; then d

- b. If more than one class uses the materials, state the courses and use the total annual enrollment for all those courses to get the cost per student for each item shared by multiple courses.
 - c. If equipment is used over a period of years, you must spread that cost over that period to get a per student cost (e.g., cost of computers: number of computers, multiplied by the cost per computer = total cost; then divide by 3 years of use; then divide that number by the total annual enrollment).
4. **Rationale** – must be more than the CMF has not been raised in a while. Explain how the materials are to be used and why these specific items. Or that they are hard for individual students to get. Or they substitute for books, etc. The more specific, the better.