 New Course Proposal Form

**Note**: This form should be used for new courses and for changing a special topics course to a regular course.

Use tab to move between fields.

**Instructions:**

1. Complete form.

2. Save with document name in this format: prefix (space) title (space) year-month-day submitted (ex. BIO IntroBiology 2021-01-08).

3. Secure Program Coordinator approval.

4. Submit by sending as an email attachment to [registrar@northland.edu](mailto:registrar@northland.edu). (Please put the new course name in the subject line.)

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| **Proposed Information** | |
| Prefix (ART, BIO, etc.): | Level (100, 200, etc.): |
| Credit(s): | |
| Full Title (Maximum of 35 characters): | |
| Short Title (Maximum of 11 characters): | |

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| **Term and Year when course will be offered for the first time** |
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| **Past Northland courses that are/may be equivalent to this new course** (i.e. students should not be allowed to take both the past course and this new course) |
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| **Prerequisites** |
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| **General Information** |
| **Regular Course** (i.e. permanent number)  **Special Topic/Experimental** (i.e. temporary number) | |
| **Session(s) offered** Fall Winter Fall & Winter Spring/May Summer | |
| **Frequency offered** Yearly Alternate Years |
| **Grading Method** Letter Satisfactory/Unsatisfactory |
| **Maximum enrollment for course**       **Department** |
| **Delivery modality** In person Hybrid (1% to 74% of regular distance education modalities)  Distance Education (75% or more delivered using distance education modalities)  (Please refer to the Distance Education Policy available on the Faculty page – Course Resources.) |

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| **Liberal Education Designations** (check all that apply; [criteria](http://bridge.northland.edu/academiccouncil/SiteAssets/SitePages/Home/Criteria_LibEdEnvSocietyCategories.pdf) available on [Academic Council website](http://bridge.northland.edu/academiccouncil/_layouts/15/start.aspx#/SitePages/Home.aspx)) |
| Writing-Intensive Course (**requires special application form**) Foundational Skills in Mathematics  Natural Sciences Disciplinary Learning  Social Sciences Disciplinary Learning  Arts & Humanities Disciplinary Learning  Diversity & Justice  Environmental Narratives  Science of Environmental Issues Communities, Policies, & Management  of Environmental Issues  Environmental Applications |

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| **Course Fees** (examples include course readers, lab supplies, food, transportation, lodging, etc.) |
| No course fees  Yes  If yes, proposed fee |

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| **Sustainability Designation for STARS Reporting**  Northland College routinely completes a Sustainability Tracking, Assessment, & Rating System (STARS) report developed by The Association for the Advancement of Sustainability in Higher Education (AASHE). The results of this report are used by a number of national, environmentally-oriented rating systems (Sierra Magazine, etc.) and are important for maintaining Northland’s visibility and reputation as an environmental liberal arts college. **Special Topics courses cannot be included in STARS reporting.**  In the STARS system, courses are classified as “sustainability courses,” as “sustainability-inclusive courses,” or as “non-sustainability courses.” Review the criteria below, and check the appropriate box. **Please check only one box.** |
| This is a **Sustainability Course**  According to STARS, *sustainability courses* **must indicate** a primary and explicit focus on sustainability **in the course title or description**; however, the course title or description does not need to use the term “sustainability” if the primary and explicit focus of the course is on the interdependence of ecological and social/economic systems or on a major sustainability challenge.  Sustainability courses may include  A) Foundational courses with a primary and explicit focus on sustainability (e.g. Introduction to Sustainability, Sustainable Development, Sustainable Science);  B) Courses with a primary and explicit focus on the application of sustainability within a field (e.g. Sustainable Agriculture, Architecture for Sustainability, and Sustainable Business); Because sustainability is an interdisciplinary topic, such courses generally incorporate insights from multiple disciplines.  C) Courses with a primary and explicit focus on a major sustainability challenge (e.g. Climate Change Science, Environmental Justice, Global Poverty and Development, Renewable Energy Policy); The focus of such courses might be on providing knowledge and understanding of the problems and/or tools for solving them.  AASHE defines sustainability in a pluralistic and inclusive way, encompassing human and ecological health, social justice, secure livelihoods, and a better world for all generations. Major sustainability challenges include (but are not limited to) climate change, global poverty and inequality, natural resource depletion, and environmental degradation. To identify additional sustainability challenges, it may be helpful to reference the principles outlined in the Earth Charter and/or the targets embedded in the UN Sustainable Development Goals (SDGs). |
| Or, this is a **sustainability-inclusive course**  According to STARS, *a sustainability-inclusive course* **must indicate in its course description** that it (a) incorporates a unit or module on sustainability or a sustainability challenge, (b) includes one or more sustainability-focused activities; or (c) integrates sustainability challenges, issues, and concepts throughout the course.  While a foundational course such as chemistry or sociology might provide knowledge that is useful to practitioners of sustainability, it would not be considered to be inclusive of sustainability unless the concept of sustainability or sustainability challenges and issues are specifically integrated into the course. Likewise, although specific tools or practices such as GIS (Geographical Information Systems) or engineering can be applied towards sustainability, such courses would not count unless the course description clearly indicates that sustainability is integrated into the course. |
| Or, this is a **non-sustainability course** |

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| Depending on the level of research expected/required of your students for the proposed course, please indicate the adequacy of the following types of library resources that support the course. Please indicate by typing yes or no next to Adequate or Inadequate. | | |
| Book/monograph collection | Adequate: | Inadequate: |
| Journal collection (Print or electronic) | Adequate: | Inadequate: |
| Indexing/abstracting services (print or electronic) | Adequate: | Inadequate: |

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| If you checked *inadequate* for any of the above library resources, please describe what additional resources would bring the library’s collections up to an *adequate* level to meet the course needs and provide an estimate of the cost of purchasing these resources. |

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| Rationale for adding course to Northland’s curriculum |

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| Proposed learning outcomes for the course (e.g., After completion of the course, students will be able  to . . .). If you checked above that this course will count toward one or more of the liberal education designations, please include at least one corresponding learning outcome for *each* designation that you checked. Refer to the Criteria for Categorical Requirements in the Liberal Education for the Environment & Society Program document on My.Northland.edu > Employees > Faculty > Course Resources > General Education Goals and Outcomes to help identify these ILOs. |

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| Identify who will be teaching this course and provide an overview of the individual’s two-year course rotation with this course included. (May be submitted as an attachment) |

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| Please explain any other costs associated with the proposed course, such as faculty development, special equipment needs, etc. |

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| Course description as it should appear in the Northland College catalog. (65 word maximum, present tense, active voice. e.g. “Students study . . .” or “Students investigate . . .” etc.) |

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| Proposal/Review Process | | | |
| Proposed by: | Date: | | |
| Reviewed by Program Coordinator: | | Yes: | No: |

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| Approval Process: Please initial and date | | | |
| Received by Registrar’s Office: | | Date: | |
| Reviewed by Registrar: | | Date: | |
| Reviewed by Academic Affairs: | | Date: | |
| Submitted to Academic Council for review: | Approved:  Denied:  Date: | | Tabled:  Date: |
| Jenzabar Processing: Please initial and date when complete | | | |
| Advising requirement created: | | Date: | |
| Sustainability designation entered in EX Catalog User tab: | | Date: | |
| Course has been activated & date approved is entered: | | Date: | |
| Pre/Co-Requisites entered: | | Date: | |
| Confirmed on: | | Date: | |
| Advising trees updated as applicable: | | Date: | |
| Updated in Acalog: | | Date: | |