

Guidelines for new or modification course proposals

Created by Academic Council Fall 2019

As program coordinators, you will be reviewing and signing proposals for new courses or course modifications before they are submitted to Academic Council for review and approval. Members of Academic Council developed a set of guidelines to help streamline the process for the faculty member submitting a proposal and their program coordinator, and for Academic Council review.

Program coordinators need to sign off on course proposals, after checking the forms for completeness as well as consulting other relevant faculty in the program. Proposals that are submitted beyond the deadline should be submitted to the associate dean with justification for why the late proposal should be considered.

Please submit the proposal to the Registrar (registrar@northland.edu), following instructions on the proposal form for naming the file.

Course numbering level guidelines

100 level – introductory

200 level – introductory, may require a prerequisite (but broad)

300 level – advanced, has course prerequisites, generally not freshman level

400 level – advanced, Junior standing, specific prerequisites

Suggested wording of prerequisites (for consistency)

- a. “any XXX level course” vs a list of specific courses
- b. Junior standing – many faculty want more mature students. This term may follow a specific prerequisite course or courses followed by OR Junior standing, or followed by AND Junior standing. It is not always clear that the proposer knows that a second semester freshman could potentially take the course if it is OR Junior standing but it should be their choice.

New writing-intensive courses require an additional form to be submitted with the proposal.

General education category designation, including writing-intensive.

Please state in the proposal the justification for wanting the course to be considered for more than one **disciplinary category** (for example Humanities and Natural Science) in the general education program and the justification for wanting it to count in more than 3 total categories.

Check that the list of Learning Outcomes for courses counting in the general education program includes at least one Outcome for every category the course counts in, including writing-intensive, for assessment purposes.