

**Course Proposal Check Sheet**

Please Note: Author(s) must complete Section I and submit information for each item in Section II, and send to the Chair of the College of Education Curriculum Committee at least two weeks prior to the scheduled meeting date. The items will be uploaded into the COE Curriculum Committee D2L site for review. Be sure Section III is signed off before submission to COE Curriculum Committee.

**Selection I: General Information**

Faculty Name: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Course Prefix/No. \_\_\_\_\_

Short Title (18 characters including spaces): \_\_\_\_\_

**Type of Course (check all that apply):**

Program: Graduate\_\_\_\_ Credential\_\_\_\_ Major\_\_\_\_ Minor\_\_\_\_ GE\_\_\_\_

Experimental Course \_\_\_\_ Permanent Course \_\_\_\_\_ Other\_\_\_\_\_

**Section II: The Proposal includes the following**

**A. University form from the Undergraduate Studies web site:**

<http://www.sjsu.edu/ugs/curriculum/forms/>

**B. Statements addressing the following items:**

1. Needs statement: Describe the need for this course and the niche it will fill in the department, college and/or university; explain the gap in students' education that this course will fill and why it is important to fill that gap (how will it improve their education) and/or the statement can explain how the course meets and fulfills some departmental need (e.g., new accreditation requirements).
2. Specification of the target student population
3. A non-duplication statement at the Department, College, and University level; please research to determine if another course is offered already at SJSU that resembles this course. Describe the differences in the new course proposed and the already-existing course(s).
4. Specify the specific (type of) room, space, or technology requirements for this course
5. Specification of the knowledge base reflected in the course
6. Course's support of COE philosophy, mission, and outcomes (equity and excellence)
7. A list of instructors and the qualifications to teach this new course

**C. Green Sheet for the Proposed Course that is accessible (see web site for template:**

<http://www.sjsu.edu/cfd/accessibility/> ) **that includes the following items:**

1. Course Description
2. Course Goals and Student Learning Objectives (SLOs), standards and/or TPEs
3. Required Texts/Readings
4. Classroom Protocol (expectations for participation, attendance, etc)
5. Class Drop and Add policy
6. University Policies
7. Description of course requirements and assignments and how they relate to the SLOs
8. Grading criteria for each assignment and the course
9. Calendar for the course: Topics, Readings, Assignments, Deadlines

**Section III: Department Curriculum Committee**

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ (attach feedback) Conditionally Approved (*pending response*) \_\_\_\_\_

\_\_\_\_\_  
Signature – Chair of Department Curriculum Committee

\_\_\_\_\_  
Date

**Section IV: Department Chair**

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ (attach feedback) Conditionally Approved (*pending response*) \_\_\_\_\_

\_\_\_\_\_  
Signature – Chair of Department

\_\_\_\_\_  
Date

**Section V: College of Education Curriculum Committee**

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ (attach feedback) Conditionally Approved (*pending response*) \_\_\_\_\_

\_\_\_\_\_  
Signature – Chair of COE Curriculum Committee

\_\_\_\_\_  
Date

**Section VI: College of Education Dean**

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ (attach feedback) Conditionally Approved (*pending response*) \_\_\_\_\_

\_\_\_\_\_  
Signature – Dean or Associate Dean

\_\_\_\_\_  
Date