

# Coastal Carolina University

## Academic Affairs Committee

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Revised on October 18, 2006

### Checklist for submitting a new course proposal

- 1 Determine within the department the new course topic, title, description and proposed number.
  - Check with other departments to make sure this is not a duplication of an existing course.
  - Check with the registrar's office to make sure that the course number is valid and is not a duplication of an existing or retired course.
- 2 Create a sample syllabus for the course
  - Include as much information as you can – if this course has been taught once on a trial basis, this will be easier.
  - Include a list of student learning outcomes for the course. This is required for all new courses coming through the approval process. Information on how to write learning outcomes (for those whose disciplines do not currently have guidelines) is available on the Academic Affairs Committee (AAC) website.
- 3 Complete the online AAC Form C.
  - A course 'rubric' in this context is the four-letter program abbreviation, such as ASTR or POLI.
  - Write a course description exactly as you want it to appear in the next University catalog.
  - If this course is in support of, is cross-listed with, or in any way affects another department, have that department chair sign off on the course.
  - Your department chair (or designee) should complete the Resource Assessment section.
  - You may hit the 'Save' button at the bottom of the page at any time and come back later to edit the document.
  - You may share the document with other faculty and staff by providing their CCU usernames in the 'share' option. When the form is ready to submit, share the document with the AAC chair, so that he/she may have an electronic copy.
  - Once the form is complete, hit the 'submit to the library' button. This will send a copy to the library for a library assessment. Allow at least three weeks for the library assessment. When it is complete, the library will mail the assessment back to the department to be attached to the application. If you have questions about library assessment, please contact Michael Lackey.
  - Print a copy of the form for signatures.
- 4 Have the application approved by your department and signed by your department chair.



- 5 Submit the application to your Dean for approval through the college process.
  - The approval process varies by college. All colleges have curriculum committees that must approve the application. Some colleges require a vote of the faculty. Leave time in the schedule for all these approvals.
- 6 Submit the original and 14 copies to the Provost's office, addressed to the AAC.
  - Currently the Administrative Assistant for the Honors Program is the secretary of the AAC committee and records the submission and coordinates the distribution to the committee.
- 7 Your department will be notified of the AAC meeting when the application will be considered. You are encouraged to attend this meeting to answer any questions that come up about the application.
- 8 If the application is approved by the AAC, it will be forwarded to the Faculty Senate for approval. Pending approval by the Senate and the Administration, it will appear in the next catalog. Changes to the catalog must be completely through the process by February to make it into the catalog for the next academic year.

