COURSE PROPOSAL EXAMPLE
Note that the question mark symbols (?) are links to additional information about completing the field. We encourage you to review these.

In the General Education section, there are links to the Learning Objectives. Chosing a particular GE requirement will cause additional text boxes to open.

Please note that you must include a syllabus. (A draft is acceptable.) Please submit in PDF format. Links to google documents are not acceptable.

Course Inventory

New Course Proposal

		Propose New from Existing Course
Term Changes Take Effect ⓘ	Select...	
Academic Level	Select...	
College	Select College...	Department — Select Department.
Subject	Select Subject...	Course Number

Is this course cross-listed with any other course?

Title

Short Title ⓘ

30 characters remaining

Description

Prerequisites ⓘ

Corequisites ⓘ

Restrictions ⓘ

Consent of Instructor is always required. ○ Yes ◉ No

Variable Credit ☑ Yes ◉ No   Can be repeated for credit? Select...

Credit Hours (Minimum)

Usual Semester of Offering Select...   Yearly Cycle Select...

Grading Options Select...

Overall capacity of course

Please note that standard capacities are as follows. If your course has a non-standard capacity, you must explain the reason it is needed.

40 - 100 level courses
30 - 200 level courses
25 - 300 level courses
19 - 400 level courses

Reason for non-standard capacity

Is there a course fee?   ☐ Yes   ☑ No

The course is being taught by:

☐ A tenured, tenure track faculty member or faculty with term

☐ A visiting faculty member

☐ An adjunct faculty member or instructor

☐ Other (explain):

Course Type - Major/Minor

Should the course satisfy a major or minor requirement or elective?   ☑ Yes   ☐ No

☑ Satisfies an elective for the major or minor

☐ Required course for the major or minor

List the major(s) and/or minor(s) for which the course satisfies an elective or requirement

Please list the sub-group, area or category it satisfies. (Example: Category II in English, or Global Governance in IA.)

Course Designations

Is the course being proposed to meet the Connect-Portland designation?   ☑ Yes   ☐ No

Describe how the course satisfies the Connect PDX course criteria listed below. Course Criteria:

- *The course description must indicate how and why the course connects to Portland, the surrounding areas, and/or Portland's relationship to regional, national, and/or global developments.*
- *The aforementioned connections must be made via one or more of the following activities: course readings, class discussion, lectures, field trips, guest speakers, assignments, research projects, laboratory work, internships, volunteer work.*
- *At least 15% of student time and/or course content should come from one or more of the above Portland-related components.*

Course Scheduling (Including Lab, Studio and Discussion/Conference Time)

Information

Does your course have a separately scheduled lab, discussion, conference or studio section that is associated with the lecture section?   ◉ Yes   ○ No

How many hours per week should the lab/studio/discussion section meet, and in what type of blocks?

☐ 1 hour once a week

☐ 1.5 hours once a week

☐ 3 hours once a week

☐ 1.5 hours twice a week

☐ 1 hour three times a week

☐ Other

Is there any additional information about the lab/studio/discussion section?

Is this course being taught on an off-campus or overseas study program?   ○ Yes   ◉ No

General Education Courses

Is this course intended to fulfill a General Education requirement?   ◉ Yes   ○ No

The course is proposed to satisfy the following General Education requirements:

☐ Bibliographic Research in Writing (BRW)

☐ Creative Arts

☐ Culture, Power, and Identity

☐ Global Perspectives

☐ Historical Perspectives

☐ Natural Sciences

☐ Physical Education and Well-Being

Explanation

The Curriculum Committee and Dean's Office require responses to the questions below to achieve the following objectives: (1) to ensure that by such an educative process the Curriculum Committee is able to perform its oversight duties regarding the coherence and quality of the College's curriculum; (2) to ensure that departments/programs/majors/minors remain cognizant of and responsive to contemporary developments in their respective disciplines or fields of study; and (3) to verify that adequate resources are available.

Departmental Start-up cost

Capital Equipment

Ongoing Expenses

Library Resources (books, periodicals, interlibrary loan, etc.): If currently held library resources are inadequate, what increase is needed? ⓘ

Computing and/or Media Resources ⓘ

Please explain in detail the reasons for adding or modifying this course. In your response, be sure to respond to the following:

How does the addition of this course or the change to this course modify or advance the goals/objectives of the overall department/program/major/minor?

How does the addition of this course or the change to this course relate to other courses outside of the department/program/major/minor?

How does the addition of this course or the change to this course relate to development in the discipline and to the course offerings and goals/objectives of comparable departments/programs/majors/minors in our peer and aspirational institutions?

Please explain what other curricular changes will occur in the department/program/major/minor in order to permit this course to be taught at the proposed frequency?

Please explain what curricular changes will occur outside of the department/program/major/minor to permit this course to be taught at the proposed frequency? What impact may it have on other departments/programs/majors /minors or General Education? What departments/programs are involved?

Are there any other changes you wish to make to this course or information the Committee should know (please explain)?

Attach a syllabus. (A draft syllabus is acceptable if you
are currently developing the course.) ⓘ

Uploaded Files:

Files To Be Uploaded:

Attach File

Attach other documentation which may be helpful to the
Committee

Uploaded Files:

Files To Be Uploaded:

Attach File

Cancel   **Save Draft**   **Save and Submit**

Use the SAVE and SUBMIT button to propose the course.

If you are still working on the course, and want to come back to work on a draft later, use the *SAVE DRAFT*
button. NOTE – a saved draft will NOT be submitted for consideration. When you are ready to have the
proposal considered, you must use the SAVE and SUBMIT button.