POLICY AND PROCEDURE

TITLE:	New Course Creation

POLICY STATEMENT:

Goodwin University academic schools are regularly creating new courses as new programs are developed or a need is identified. Courses are developed within each school by program directors and academic deans. Prior to a course being finalized it must be approved by the Academic Affairs Committee and the syllabus needs to be reviewed and approved by the Syllabus Committee. The approved course is entered into Sonis and the university catalog by the Registrar's Office.

PROCEDURE DETAILS:

The following information details the steps required for an academic school to create new academic courses.

Step 1: Course Creation and Processing

1. The Dean and/or Program Director identifies a need for a new course. Need can be determined by the development of a new program, the need for additional courses in an existing program, or new initiatives to enhance student success.
2. The Dean, Program Director, or applicable faculty members develop a course title, course description, and student learning outcomes.
    a. The Dean or Program Director must contact the Registrar to obtain a course code.
3. The Dean or Program Director complete the New Course Approval Form (Appendix A). The form requires the following information: a course number, course title, pre-requisites and/or co-requisites, number of credits, fees, course description, and student learning outcomes.
4. The Dean or Program Director complete the Academic Affairs Consent Agenda Template (Appendix B).
5. Both forms are e-mailed to the Chair of the Academic Affairs Committee. The forms are added to the consent agenda and presented at the next Academic Affairs meeting.
    a. The Chair of the Academic Affairs Committee includes the New Course Approval Form and corresponding Consent Agenda Template to the next Academic Affairs meeting documentation.
    b. The course information will be updated in the master course list in Sharepoint by the Chair of the Academic Affairs Committee.
    c. New Courses will not be added to Sonis or updated in the Catalog until they are approved through the Syllabus Committee.

Step 2: Syllabus Processing and Course Approval

1. The Dean or Academic Affairs faculty representative will notify the appropriate person in the school that their course has been successfully reviewed by Academic Affairs.

2. The Program Director or appropriate faculty member will create a complete Master Syllabus and Syllabus Application. The New Course Syllabus Checklist and Syllabus Templates can be used as a guide to create the master syllabus.
    a. The complete Master Syllabus and Syllabus Application should be e-mailed to the Chair of the Syllabus Committee.
    b. The syllabus will be reviewed during the next Syllabus Committee meeting.
    c. Once reviewed, any feedback and approval or rejection will be communicated to the person who submitted the syllabus and the Dean.
        i. If approved:
            1. The master syllabus will be available for use for the course.
            2. The course information will be updated in the master course list in Sharepoint by the Chair of the Syllabus Committee.
            3. The Registrar will create the course in Sonis and update the online catalog.
        ii. If approved with feedback:
            1. The feedback should be reviewed by the Dean, Program Director, and/or appropriate faculty member. They will update the syllabus based on the feedback as they deem appropriate.
            2. The updated master syllabus must be e-mailed to the Chair of the Syllabus Committee. Then;
                a. The master syllabus will be available for use for the course.
                b. The course information will be updated in the master course list in Sharepoint by the Chair of the Syllabus Committee.
                c. The Registrar will create the course in Sonis and update the online catalog.
            3. If the Dean, Program Director, and/or appropriate faculty member do not respond to the feedback and provide an updated syllabus to the Chair of the Syllabus Committee the course will not be processed by the Registrar's Office.
        iii. If rejected:
            1. The master syllabus must be updated and resubmitted to the Syllabus Committee for review.
        iv. All approved syllabi will be documented on the master course list in Sharepoint and submitted on the agenda at the next Academic Affairs Committee Meeting by the Chair of the Syllabus Committee.
3. The Program Director or appropriate faculty member will also ensure the following information is updated.
    a. Plan of Study: If the new course is a required course for a program, the plan of study should be updated and applicant and academic advisors should be notified of the update.
    b. Website/One Sheet: If the new course needs to be added to the program information on the website, the communications department should be notified.
    c. Blackboard: If a new course shell needs to be created the Distance Education Department should be contacted.
    d. Catalog: Ensure all areas of the catalog that may be effected by the new course are updated in the next version of the catalog.
    e. Master Schedule: When the course needs to be run, it should be added to the master schedule for the semester it should run. The Registrar's Office will add it to the schedule of classes in Sonis.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

- ☐ UNIVERSITY CATALOG
- ☐ STAFF HANDBOOK
- ☐ FACULTY HANDBOOK
- ☐ STUDENT HANDBOOK

DEFINITIONS:

Consent Agenda: Practice that groups routine business and reports into one agenda item that can be approved in one action, rather than filing motions on each item separately, saving time.

EXCLUSIONS:

Existing courses are excluded from this process, it is meant for newly created courses or courses that have extensive revisions requiring a new course be created.

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Academic Schools
Registrar's Office

HISTORY: Created 3/28/18, reviewed 6/21/18, revised 3/5/2019, approved 8/1/2019. Updated with new logo / university 01/08/2020

EFFECTIVE DATE:	December 2017
RESPONSIBLE OFFICE (ONLY ONE):	Academic Affairs
REVIEW DATE:	Annually

APPENDIX:

Appendix A: New Course Approval Form
Appendix B: Consent Agenda Template
Appendix C: Syllabus Application
https://www.goodwin.edu/files/pdfs/policies/new-course-approval-form.pdf