



# GOODWIN COLLEGE

## POLICY AND PROCEDURE

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<b>TITLE:</b>	New Course Creation
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### **POLICY STATEMENT:**

Goodwin College academic departments are regularly creating new courses as new programs are developed or a need is identified. Courses are developed within each department by program directors and department chairs. 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 and Competency Committee. The approved course is entered into Sonis and the college catalog by the Registrar's Office.

### **PROCEDURE DETAILS:**

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

#### Step 1: Course Creation and Processing

1. The Department Chair 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 Department Chair, Program Director, or applicable faculty members develop a course title, course description, and student learning outcomes.
3. The Department Chair or Program Director completes the New Course Approval Form (Appendix A). The form requires the following information: a course number (if available), course title, pre-requisites and/or co-requisites, number of credits, course description, and student learning outcomes.
4. The Department Chair 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.

#### Step 2: Syllabus Processing and Course Approval

1. The Department Chair or faculty representative will notify the appropriate person in the department that their course has been reviewed by Academic Affairs.
2. The Program Director or appropriate faculty member will create a complete Master Syllabus and Syllabus & Competency Application. The syllabus template can be used as a guide to create the master syllabus.
  - a. The complete Master Syllabus and Syllabus & Competency Application should be e-mailed to the Chair of the Syllabus and Competency Committee.
  - b. The syllabus will be reviewed during the next Syllabus & Competency meeting.

- c. Once reviewed, any feedback and approval or rejection will be communicated to the person who submitted the syllabus and the Department Chair.
  - 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 and Competency 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 Department Chair, 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 and Competency 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 and Competency Committee.
      - c. The Registrar will create the course in Sonis and update the online catalog.
    - 3. If the Department Chair, Program Director, and/or appropriate faculty member do not respond to the feedback and provide an updated syllabus to the Chair of the Syllabus and Competency 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 & Competency Committee for review.
  - iv. All approved syllabi will be documented on the master course list in Sharepoint and submitted on a consent agenda at the next Academic Affairs Committee Meeting by the Chair of the Syllabus & Competency 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):**

- COLLEGE CATALOG
- FACULTY HANDBOOK

- STAFF 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 Departments  
Registrar's Office

**HISTORY:** Created 3/28/18, reviewed 6/21/18, approved .

<b>EFFECTIVE DATE:</b>	December 2017
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Academic Affairs
<b>REVIEW DATE:</b>	Annually

**APPENDIX:**

Appendix A: New Course Approval Form  
Appendix B: Consent Agenda Template  
Appendix C: Syllabus & Competency Application

## **APPENDIX A**

### **New Course Approval Form**

For a new course to be reviewed by the Academic Affairs Committee, please complete a Consent Agenda and the New Course Approval Form. Both forms should be submitted to the AAC Chair one week prior to the AAC meeting. Once approved by the AAC, a master syllabus should be submitted to the syllabus subcommittee for approval.

**Course Number:**

**Course Title:**

**Number of Credits:**

**Pre-requisite and/or Co-requisite:** (Please signify if pre-req, co-req, or both)

**Course Description:**

**Course Student Learning Outcomes:**

## APPENDIX B

Please complete the form below in detail to inform the Academic Affairs Committee of academic changes to your department and programs. Once complete please e-mail the form it to the Academic Affairs Chair as a Word document.

### CONSENT AGENDA TEMPLATE

1.	<b>ITEM</b>	<b>SUBMITTED BY</b>	<b>DEPARTMENT</b>	<b>DATE DECISION MADE</b>
	<b>WHAT IS CHANGING?</b> (PROVIDE A DETAILED DESCRIPTION OF THE CHANGE INCLUDING THE CURRENT SITUATION AND THE CHANGE)			
	<b>WHO WAS INVOLVED IN DECISION?</b>			
	<b>WHY WAS THE CHANGE NEEDED?</b> (SUCH AS DATA DRIVEN DECISION, ACCREDITATION, REALIGNMENT, ETC.)			
	<b>WHERE DOES CHANGE NEED TO BE MADE AND WHO IS RESPONSIBLE FOR CHANGE</b> (PLEASE ENTER AN X IN ALL THAT APPLY)			
	Catalogue (Registrar's Office & Department)		Faculty Handbook (Department Notify Human Resources)	
	Syllabus (Department)		Goodwin Policies (Department Notify OIE)	
	Website (Department Notify Communications)		One Sheets (Department Notify Communications)	
	SONIS (Registrar's Office)		Blackboard (Department Notify Distance Learning)	
	Student Handbook (Department Notify Student Services)		Other: _____	

## APPENDIX C

### Syllabus and Competency Application

Submit a completed Application and Master Syllabus, for each course, to the committee for review.		
Course Number & Name:		
Submitted By:		Date Submitted:
Department: <input type="checkbox"/> Business, Management, & Advanced Manufacturing  <input type="checkbox"/> Health & Natural Science  <input type="checkbox"/> General Education  <input type="checkbox"/> Nursing  <input type="checkbox"/> Social & Educational Sciences	Approval For: <input type="checkbox"/> Syllabus <input type="checkbox"/> Competency <input type="checkbox"/> Both  <input type="checkbox"/> Disabled Course Original Course Code: _____	Program:  Program Director Approval: _____  Dept. Chair Approval: _____  Course Type <input type="checkbox"/> On Ground <input type="checkbox"/> On Line <input type="checkbox"/> Both Formats
Syllabus Information		
Syllabus/Course Information (provide any additional information that may help when reviewing the syllabus such as new program, purpose of the course, includes accreditation requirements, etc):    		
<b>Committee Recommendation:</b> <input type="checkbox"/> Approval <input type="checkbox"/> Approval with minor revisions <input type="checkbox"/> Revision and resubmission  <i>Comments:</i>  <div style="height: 50px;"></div>		
Committee Chair:	Review Date:	AAC Date:

**Please Note:** All sections of the master syllabus must be complete as a template of a typical course. The committee recognizes that some sections of the syllabus may be customized by faculty to align with their teaching style.

**Competency Information**

Check the competency to be examined:

- |   |  |
|---|--|
| <input type="checkbox"/> Writing - WR           | <input type="checkbox"/> Multiculturalism - MC   |
| <input type="checkbox"/> Communications - COM   | <input type="checkbox"/> Ethics/Philosophy – E/P |
| <input type="checkbox"/> Computer Literacy - CL | <input type="checkbox"/> Global US – G/US        |
| <input type="checkbox"/> Math – MATH            | <input type="checkbox"/> Global World – G/W      |
| <input type="checkbox"/> Science - SCI          | <input type="checkbox"/> Advanced Writing - AW   |
| <input type="checkbox"/> Social Science - SS    | <input type="checkbox"/> Research - RE           |
| <input type="checkbox"/> Cultural - CU          |  |

**DIRECTIONS:** Please list each of the competency outcomes, as shown in the current catalog, on the left. On the right, describe how the course fulfills each outcome. Please ensure that the details in the application are visible in the syllabus such as course description, course outcomes, assignments, and course outline. See the **Competency Guide** for additional information.

Competency Outcomes	Corresponding Course Fulfillment

**Committee Recommendation** (*Committee Use Only*):

- |  |  |
|--|--|
| <input type="checkbox"/> Approval                      | <input type="checkbox"/> Denial                                  |
| <input type="checkbox"/> Approval with minor revisions | <input type="checkbox"/> Receipt of Competency Assessment Rubric |
| <input type="checkbox"/> Revision and resubmission     | Date: _____  |

*Comments:*

Committee Chair:	Review Date:	AAC Date:
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