****

 **Course Change**

 **Fall 2020**

|  |  |
| --- | --- |
| 1. College and Academic Unit: |  |
|  |
| 2. Course subject and number: |  |

 [*See upper and lower division undergraduate course definitions***.**](http://nau.edu/uploadedFiles/Administrative/Provost/ACLD/_Forms/Criteria%20for%20Upper-Lower%20Division%20Courses.doc)

|  |  |
| --- | --- |
| 3. Current catalog display in this column. Cut and paste the course’s title, description, requisites and units from the current on-line academic catalog\* [*http://catalog.nau.edu/Catalog/*](http://catalog.nau.edu/Catalog/). | Show the proposed changes in this column **Bold** the proposed changes in this column to differentiate from what is not changing, and **~~Bold with strikethrough~~**what is being deleted. |

\*if there has been a previously approved curriculum change since the last catalog year, please copy the approved text from the proposal form into this field.

**Section I**

***4. Attach the proposed Syllabus of Record. Use the*** [***Syllabus Requirements and Template***](https://www5.nau.edu/policies/Client/Details/649?whoIsLooking=Students&pertainsTo=All) *t****o ensure you have addressed syllabus aspects that will be reviewed by the College Curriculum and Assessment Committees. For topics courses, include a Syllabus of Record and a “sample topic” syllabus.***

5. Justification for course changes:

Describe how the changes to this course are related to short- and long-term plans of the academic unit. Ensure your description addresses at least one of the following:

* Improvements to the program (aligning curriculum to new or current curriculum standards or expectations, improving degree program progression, integration of learning from one course to another),
* Requirements or recommendations set forth by the program’s periodic review, or in preparation for its next review (addressing improvements based on input from external reviewers, industry trends, new or changing governmental regulations or external accreditation requirements),
* Academic unit goals identified in a unit’s Annual Report on Curriculum & Assessment,
* Evidence and assessment findings (assessments of student learning, needs assessments, student or employer surveys, comparisons to other programs in the field),
* Other important aspects of the academic unit and student learning not identified above.

6. Is this course in any plan (major, minor, or certificate) or sub plan (emphasis)? Yes [ ]  No [ ]

If yes, list.

7. Is this course in any CAEP Accredited plan? Yes [ ]  No [ ]

If yes, list.

8. Is there a related plan change proposal being submitted? Yes [ ]  No [ ]

If no, explain.

**Section II**

Resource Implications

9a. Will the course change result in:

* an increase in library holdings and electronic or research resources for this course? Yes [ ]  No [ ]

If yes, list:

* the need for equipment or technology, particularly in the classroom? Yes [ ]  No [ ]

If yes, list:

* changes in the classroom space needed for the course? Yes [ ]  No [ ]

If yes, list:

9b. Will the course change affect the frequency of offering the course? Yes [ ]  No [ ]

If yes, complete the following table identifying the number of sections and expected enrollment for this course over the next two academic years.

|  |  |
| --- | --- |
| CAMPUS: |  |
| AY 2020-2021 | AY 2021-2022 |
|  | Sections  | Enrollment Capacity  |  | Sections  | Enrollment Capacity  |
| Fall  |  |  | Fall  |  |  |
| Winter |  |  | Winter |  |  |
| Spring  |  |  | Spring  |  |  |
| Summer |  |  | Summer |  |  |

* If this course will be offered at more than one campus, please complete a table FOR EACH CAMPUS identifying the number of sections and expected enrollment for this new course over the next two academic years.

|  |  |
| --- | --- |
| CAMPUS: |  |
| AY 2020-2021 | AY 2021-2022 |
|  | Sections  | Enrollment Capacity  |  | Sections  | Enrollment Capacity  |
| Fall  |  |  | Fall  |  |  |
| Winter |  |  | Winter |  |  |
| Spring  |  |  | Spring  |  |  |
| Summer |  |  | Summer |  |  |

|  |  |
| --- | --- |
| * How many of your current faculty can teach this course?
 |  |

* Based on enrollment and course offering projection, will additional resources be needed to offer the course? Yes [ ]  No [ ]

If so, what resources are requested to offer this course?

Impacts to Other Academic Units or Programs:

10a. Projected impacts to enrollments and courses in other academic units or programs: Based on the frequency of offering this course, what is the expected impact on enrollments and offerings within other academic units or programs?

10b. If other academic units or programs are impacted by this proposal, what discussions and actions have been taken for notification and/or resolution? Please attach correspondence.

11. Duplication or Perceived Duplication of Course; does there appear to be greater than 20% duplication with any other courses offered at Northern Arizona University? Yes [ ]  No [ ]

If so, which courses?

**Section III**

**IN THE FOLLOWING SECTION, COMPLETE ONLY WHAT IS CHANGING**

|  |  |
| --- | --- |
| **CURRENT** | **PROPOSED** |
| Repeat for additional units in same term:Yes [ ]  No [ ]  | Repeat for additional units same term: Yes [ ]  No [ ]  |
| Repeat max number of units in same term: | Repeat max number of units in same term: |
| Instruction Mode: In person\* [ ]  Online [ ]  Blended\* [ ] \*Where offered? FLGMTN [ ]  Other [ ]  | Instruction Mode: In person\* [ ]  Online [ ]  Blended\* [ ] \*Where offered? FLGMTN [ ]  Other [ ]  |
| Incomplete option:incomplete (I) [ ]  in progress (IP) [ ]  | Incomplete option:incomplete (I) [ ]  in progress (IP) [ ]  |
| Experiential Learning Component: Yes [ ]  No [ ]  | Experiential Learning Component: Yes [ ]  No [ ]  |
| Terms Offered: Fall [ ]  Winter [ ]  Spring [ ]  Summer [ ] Other [ ]  | Terms Offered: Fall [ ]  Winter [ ]  Spring [ ]  Summer [ ] Other [ ]  |

12. Will you be requesting a new or changing the current course fee? Yes [ ]  No [ ]

If yes, please refer to: [*http://nau.edu/Registrar/Faculty-Resources/Course-Fees/*](http://nau.edu/Registrar/Faculty-Resources/Course-Fees/)

**Questions 13-15 for Undergraduate Courses only:**

|  |  |  |
| --- | --- | --- |
| 13a. Current Liberal Studies Designation |  | Proposed Liberal Studies Designation  |
| Distribution Block: |  |  | Distribution Block: (list 1) |  |
| Essential Skill: |  |  | Essential Skill: (list 1\*) |  |
| *Write “None” if seeking LS designation for first time.* |  | *\*List* ***two*** *skills for capstone designation.* |

13b. Justification for proposed Liberal Studies Designation change:

Describe how the change addresses the [purpose](https://nau.edu/Provost/Curriculum-and-Assessment/Liberal-Studies-Committee/Liberal-Studies-Program/) of the Liberal Studies Distribution Block, the Junior Level Writing Requirement, or the Senior Capstone course. Explain why this course belongs in the proposed area. **Explicitly reference** the specific ways in which the concepts, discourses, theories, methodological issues, and/or analytical tools of the Liberal Studies Requirement are addressed in this course. This may be copied and pasted from the Syllabus of Record’s Course Purpose. At minimum, a summary of this information **must be provided** in the Syllabus of Record’s Course Purpose**.**

|  |  |
| --- | --- |
| 14a. Current Diversity Designation |  Proposed Diversity Designation  |
|  [ ]  Global  | [ ]  Ethnic | [ ]  None |  [ ]  Global  |  [ ]  Ethnic |  [ ]  None |

14b. Justification for proposed Diversity Designation change:

Describe how the change addresses the [purpose](https://nau.edu/Provost/Curriculum-and-Assessment/Diversity-Committee/Diversity-Requirement/) of the Global or U.S. Ethnic Diversity Requirement. Explain why this course belongs in the proposed area. **Explicitly reference** the specific ways in which the concepts, discourses, theories, methodological issues, and/or analytical tools of the Diversity Requirement are addressed in this course. This may be copied and pasted from the Syllabus of Record’s Course Purpose. At minimum, a summary of this information **must be provided** in the Syllabus of Record’s Course Purpose

14c. Does at least 60% of the course’s content address a [Global](https://nau.edu/Provost/Curriculum-and-Assessment/Diversity-Committee/Diversity-Requirement/) or [U.S. Ethnic](https://nau.edu/Provost/Curriculum-and-Assessment/Diversity-Committee/Diversity-Requirement/) population?

 Yes [ ]  No [ ]

14d. Which [Global](https://nau.edu/Provost/Curriculum-and-Assessment/Diversity-Committee/Diversity-Requirement/) or [U.S. Ethnic](https://nau.edu/Provost/Curriculum-and-Assessment/Diversity-Committee/Diversity-Requirement/) population(s) is/are addressed in this course?

15. Is this course listed in the [*Course Equivalency Guide*](https://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/ByInst?inst=NAU)?                             Yes [ ]  No [ ]

|  |  |
| --- | --- |
|  |  |
| Reviewed by Curriculum Process Associate | Date |
|  |  |
| **Approvals**: |  |
| Department Chair/Unit Head (if appropriate) | Date |
|  |  |
|  |  |
| Dean of College | Date |