AAC Guidelines For Considering Proposals

Requirements:

CLA

All course change and new course proposals for CLA require both a OneForm and a syllabus. The OneForm Supplement is required only if new resources will be needed in order for the course to be offered. Other materials may be included by the proposer in submission for GenEd or Diversity, but these are not required by the AAC and so are not evaluated by the committee (although we may proofread them).

Course Reactivations do not come to the AAC, but go directly to the Dean.

CSM

CSM does not require a syllabus for changes, nor for certain types of courses (e.g. Topics in …)

OneForm: Things to look for:

1) All starred items must be completed. But other appropriate areas should be filled in too for clarity.
2) Course number for new class must be available. ###L indicated cross-listed course.
3) Effective semester must be at least the semester following the one in which the proposal is submitted.
4) The short course title must be as informative as possible in 30 characters.
5) The course description must be in complete sentences and must only use the third person (CLA only – CSM does not have either requirement).
6) Prerequisites must be clearly laid out. If changes are being made, an explanation should be offered.
7) The Rationale must explain the reason for the proposal.
8) Other Information is generally reserved for details needed by the Registrar to correctly key the course into Wiser as fulfilling particular requirements (major/minor generally)
9) “Does this course fulfill a Major Requirement” does not mean that the course is required for the major, but rather that it can be counted towards a major.
10) None of the boxes/areas in “Course Requirement (Graduate Courses)” should be filled in.
11) Section C – Lecture, Primary Yes, Graded Yes, and Graded, should all be checked in the first line, unless the course has two elements that will receive separate grades on Wiser. This is EXCEEDINGLY RARE for either CLA or CSM courses. No other lines should have check marks.
12) Course Repeat section: Total units = credit hours; total completions = number of times course can be repeated.
13) Signature Page: Course information should be filled in.
**Syllabus**: Chief Concerns

1) that the course content aligns with the course's description
2) that all of the course expectations are clearly laid out
   a) a course description (does not have to match the one on the OneForm)
   b) required materials (and where they may be found), types of assignments (quizzes, exams, papers, presentations)
   c) a clearly stated attendance policy
   d) a course schedule with topics, assigned readings and due dates.
All of the above should have sufficient explanation for the student to know what is required and how it will be assessed.
3) that there is a clear grading rubric
4) that there is a clear statement regarding accommodations (Ross Center)
5) that there is a clear statement regarding Academic Conduct, including a current link to the Student Code of Conduct.

**Nota Bene**

1) From time to time, we have also needed to attend to whether a course overlaps with one already offered in another department or whether the course described fits the level at which it is offered, but these are rare occurrences.

2) Please remember that each department has its own approach to course syllabuses, and that these courses have already been vetted by department curriculum committees. Pedagogy is NOT within the purview of the AAC, nor is method of assessment, course content or title, unless the latter does not reflect the focus of the course.

3) A few departments list objectives and expected outcomes, but most don't; these are not required by the Provost.

4) Some departments require that specific information about plagiarism is listed on every syllabus for department courses, but most don't. The Provost only requires that the syllabus include a statement about student conduct with reference to the document (now a URL) and a statement about accommodations - no specific language is required, although there are recommendations for language at the website for the Ross Center.

5) Some instructors are terse, others remarkably wordy; as long as the required elements are present and the course expectations are clear, these are merely matters of personal style and not a concern of the AAC.