



Curriculum Committee/Graduate Council Proposal

Upon completion, this form will be routed to the relevant committee(s)

Department(s) *

- | | |
|--|---|
| <input type="radio"/> Academic Services | <input type="radio"/> African American Studies |
| <input type="radio"/> Art and Archaeology | <input type="radio"/> Biology/Environmental Science & Policy |
| <input type="radio"/> Chemistry and Physics | <input type="radio"/> Computer Science/Information Technology |
| <input type="radio"/> Doctoral Program | <input type="radio"/> Economics and Business Administration |
| <input type="radio"/> Education | <input type="radio"/> English and Communication Arts |
| <input type="radio"/> Global Languages & Cultures | <input type="radio"/> History |
| <input type="radio"/> Honors | <input type="radio"/> Humanities |
| <input type="radio"/> Interdepartmental | <input type="radio"/> Law and Criminal Justice |
| <input type="radio"/> Mathematics | <input type="radio"/> Military Science |
| <input type="radio"/> Music | <input type="radio"/> Nursing |
| <input type="radio"/> Nutrition | <input type="radio"/> Physical Education |
| <input type="radio"/> Political Science | <input type="radio"/> Psychology and Counseling |
| <input type="radio"/> Religion/Philosophical Studies | <input type="radio"/> Sociology and Social Work |
| <input type="radio"/> Two or More Departments | |

Program *

Contact Person

First Name *

Last Name *

Contact Person Email *

example@hood.edu

Type of Proposal *

- New Course Proposal (Core, non-traditional included)
- Existing Course Modification(s) (Core, non-traditional included)

This Proposal affects: *

- Undergraduate Students
- Graduate Students
- Both

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New Course Proposal Section

If a new course, please include a syllabus that includes the course objectives, the course requirements, the grading criteria, the recommended texts and required reading, and the topic outline.

Proposed Course Syllabus *

No file selected.

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Course prefix and level (e.g., ENGL 3XX, PSCI 2XX, etc.) *

20 characters max

Indicate the transcript title (20 characters or less) *

Indicate the long title (40 characters or less) *

Credits *

0.5 1 2 3 4 5 6 7

Credit/Grade Type (Check all that apply): *

S/U Letter Grade Developmental

Enrollment Limit (include brief justification if lower than 15): *

ex: 25

Subtype: *

- Ensemble
- Honors
- Internship
- Lecture
- Lecture/Studio
- Practicum
- Thesis
- Field Work
- Independent Study
- Lab
- Lecture/Lab
- PE Activity
- Seminar

Prerequisites (300-400 level courses should have prerequisites; list any minimum grade requirements if applicable)

Co-requisites, if applicable:

Course Description (as it will appear in the next academic catalog): *

Type here...

Is this course cross-listed with another course: (Cross-listing can occur at the 400/500, 500/500 or 500/600 level)

- Yes No

Starting Term and Year: *

ex: Fall 2030

Term(s) Offering (check all that apply) *

- As Needed
- Fall
- Spring
- Summer
- Winter
- Fall or Summer
- Fall or Spring
- Spring or Summer
- Summer or Winter

Frequency Offering *

- Annually
- Odd years
- Even years
- As Needed

Special/Lab Fees

For Undergrad Coursework Only: Does this course fulfill undergraduate Heart, Mind, and Hands Core Curriculum requirements (if yes, you will be directed to the Core Curriculum Revision section of this form)?

If this is for Graduate Coursework, select "No" *

- Yes
- No

Through which modality will this course be taught? (If this is an undergrad course with non-traditional modality, you will be directed to add a rationale). *

- Traditional (face-to-face)
- Non-traditional (hybrid, bimodal or online)

List all major, minor or other programs that require or recommend this course: *

Type here...

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Existing Course Modifications

Proposed Course Syllabus *

No file selected.

File number limit: 1 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Existing Course name and number *

For modifications to existing coursework, indicate the changes being proposed.

Title (include brief transcript title AND long title) No change Change

Course Number to change to (prefix remains the same) No change Change

Prefix change No change Change

Number of credits No change Change

Credits/Grade Type No change Change

Prerequisites No change Change

Co-requisites No change Change

Description No change Change

Subtype (Ensemble, field work, lecture) No change Change

Term offering (as needed, fall, fall/spring) No change Change

Frequency offering (annually, odd/even) No change Change

Deactivate and remove from catalog No change Change

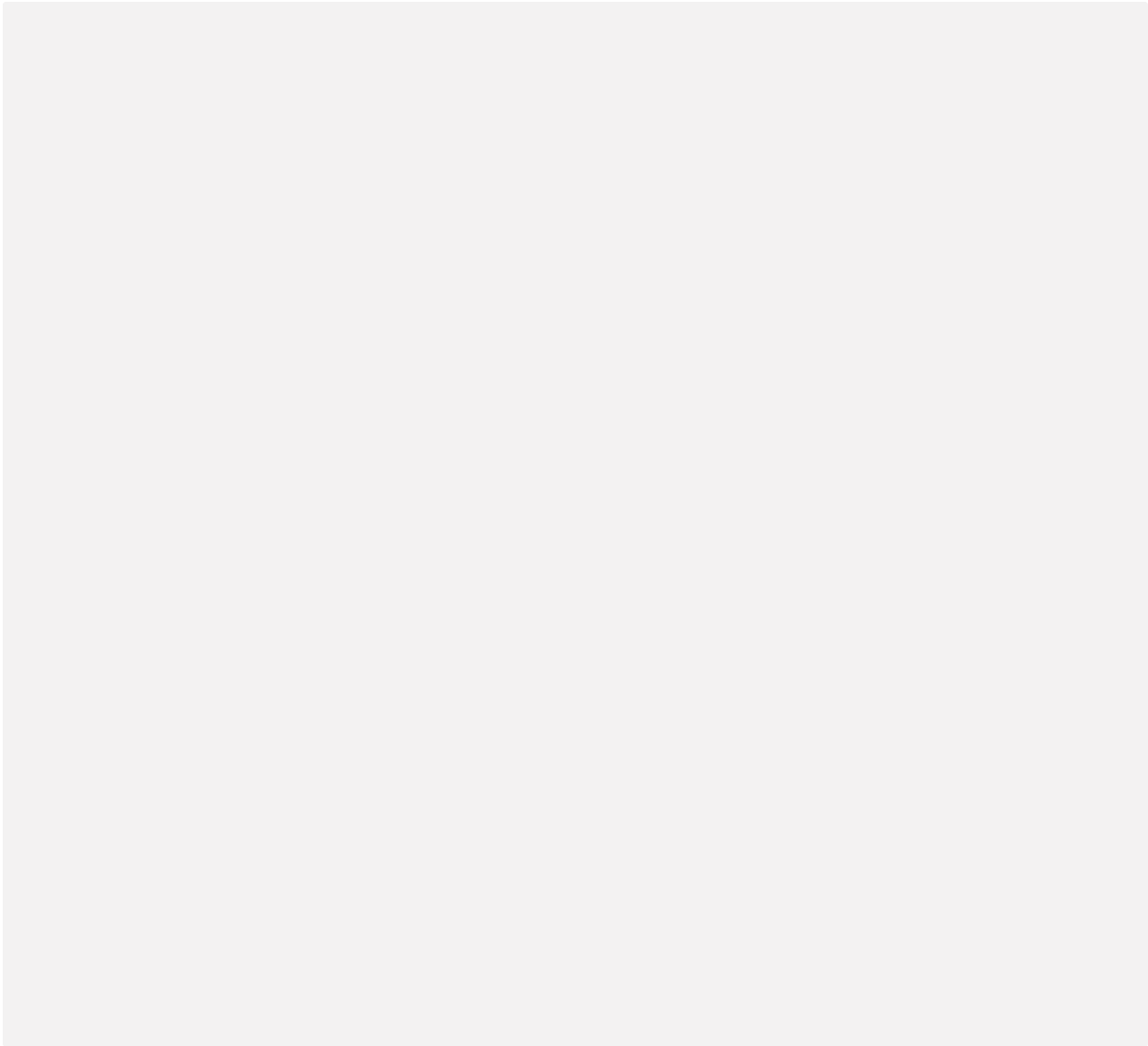
For Undergrad Coursework Only: Do these changes affect the HMH Core Curriculum (if yes, you will be directed to the Core Curriculum Revision section of this form)? *

Yes No

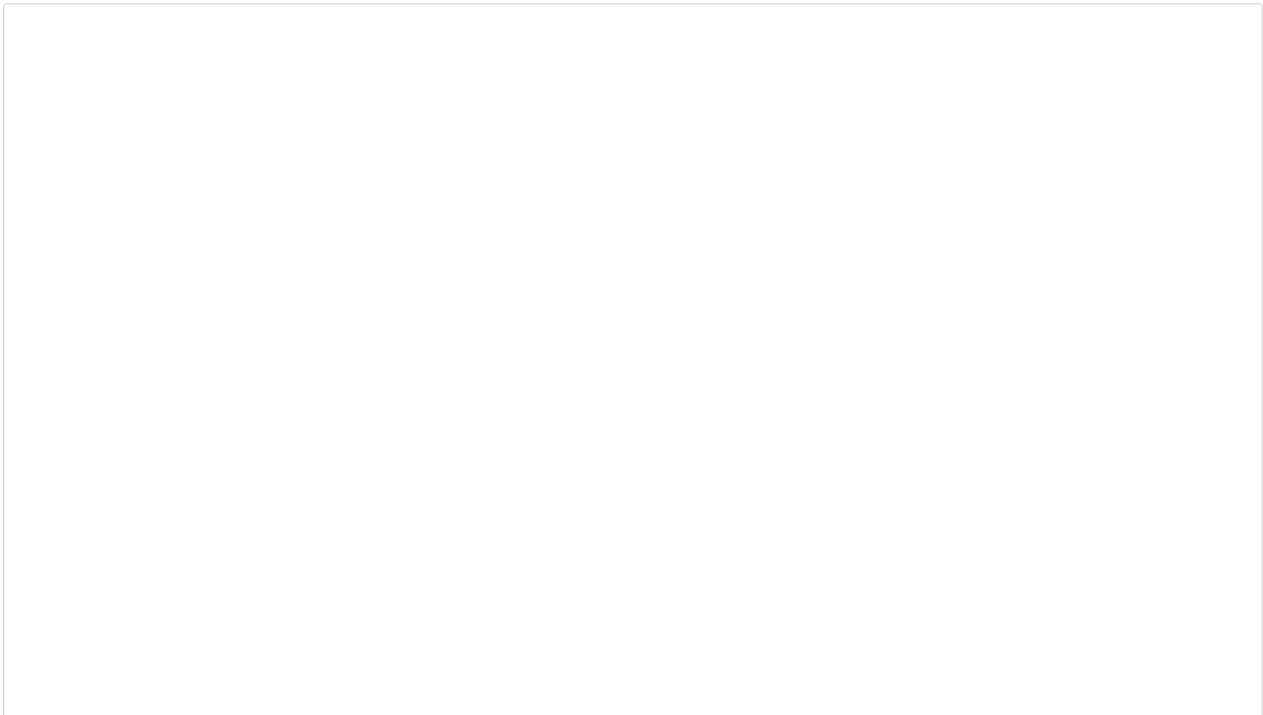
Through which modality will this course be taught? (If this is an undergrad course with non-traditional modality, you will be directed to add a rationale). *

Traditional (face-to-face) Non-traditional (hybrid, bimodal or online)

Summary of changes listed above:

A large, empty gray rectangular area intended for summarizing the changes listed above.

How will these changes impact the program's assessment plan/curriculum map? *

A large, empty white rectangular area with a thin gray border, intended for describing the impact of the changes on the program's assessment plan/curriculum map.

Identify other impacted courses, programs, and student situations (e.g. transfer students). To identify other areas, please use the search feature in the academic catalog. This step is necessary and required to ensure all changes are made to the appropriate areas. *



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HMH Core Curriculum Consideration/Revision

HMH Core Area *

- English Composition
- Natural Sciences with Lab
- Humanities
- Ethics
- Quantitative Reasoning
- Holistic Wellness
- Hands (Life after Hood)
- FYE/Spring Linked Course
- Social and Behavioral Sciences
- Global Languages
- Developing Informed Viewpoints
- Creative and Performing Arts
- Hands (High-Impact Practice)
- Combination of two areas (please indicate)

Please describe how the course content and learning activities will relate to the HMH CORE AREA. *

Click here to review HMH Outcomes: [Hood College Core Area Outcomes - HMH Core Curriculum.pdf](#)

Please list which HMH outcomes this course will meet (Note: Must meet ALL outcomes in the selected core area.) [See LINK ABOVE TO OUTCOME] *

Please describe how the course content and learning activities will relate to the HMH LEARNING OUTCOMES. *

**Non-Traditional Course (Hybrid/
Asynchronous)**

Non-traditional Course Type *

Hybrid: A combination of on-campus and remote instructional modalities. Blended hybrid options include either: A) synchronous on-campus + synchronous online, or B) synchronous on-campus + asynchronous online. NOTE: No more than 49% of the course content can be delivered remotely.

Synchronous Online: 100% online with assigned days and times for required weekly online meetings/activities. No on-campus meetings. Courses offered in this modality will only be approved by the Provost in limited circumstances.

Asynchronous Online: 100% online and asynchronous; no assigned, nor required, weekly meetings.

BIMO or Bimodal: A single course section that allows students to attend synchronously either in person on campus or online. Instructors may appear in person or online and are required to enter attendance in Self-Service every class meeting.

What are the perceived benefits for students taking this course through a non-traditional modality rather than on campus? *

Type here...

Have you obtained Hood's Certification of Online Instruction and/or Certification of Hybrid Instruction? *

Yes

No

I completed a similar course at another institution

Please provide dates or details related to above certification. *

How will you verify the authenticity of student work and exams? Meaning, how will you either proctor or verify that the student submitting work and taking exams is the same student registered in the course? *

Type here...

Describe (briefly) how you will facilitate student discussions, interaction, and collaboration in the online environment. *

Type here...

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General Questions

What is the rationale for this proposal and how does it relate to department/program and/or College goals? *

How will the proposed change affect the 3-year course projections your department/program submitted (e.g. availability of other required courses, achieving minimal enrollments, etc.)?

What additional resources will be required to offer the course according to the schedule planned (e.g. adjunct contract(s), new faculty, teaching load, equipment, supplies, facilities, transportation, library resources)?

It is the responsibility of the party submitting the proposal to include all comments from the impacted departments or programs concerning the proposal. The party submitting the proposal should provide information regarding how these concerns might be addressed. Please consider how this request will impact the following:

- a.** If undergraduate, Core Curriculum
- b.** Prerequisites for other courses
- c.** Course used across multiple programs and may affect curricular requirements and degree progression

Comments from other departments/programs

Does this proposal involve personnel, enrollment limitations, or budgetary implications?

Yes No

Please describe relevant implications. *

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Approvals

This form will be routed to the person/people below for approval before sharing with the Curriculum Committee/ Grad Council

Do you work under a Program Director? * Yes No

Program Director (if applicable)

First Name *

Last Name *

Program Director email address *

example@hood.edu

Department Chair

First Name *

Last Name *

Department Chair email address *

example@hood.edu

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