

# NEW COURSE PROPOSAL PROCEDURE MANUAL



UNIVERSITY OF  
SOUTH FLORIDA

COLLEGE OF BEHAVIORAL  
& COMMUNITY SCIENCES

---

Dr. Catherine Batsche  
Associate Dean  
Curriculum and Program Review

## CBCS GUIDE TO CURRICULAR PROCESSES

### Contents

INTRODUCTION .....	3
UNDERGRADUATE -- NEW COURSE PROCEDURES .....	4
UNDERGRADUATE -- NEW GENERAL EDUCATION COURSE PROCEDURES .....	6
GRADUATE -- NEW COURSE PROCEDURES.....	8
NEW GRADUATE CERTIFICATES .....	111
OTHER PROGRAM AND COURSE-RELATED PROCEDURES .....	122
Substantive Changes - Undergraduate (non-GenEd) Courses.....	12
Substantive Changes - Undergraduate GenEd Courses.....	12
Substantive Changes - Undergraduate Program/Major.....	12
Substantive Changes - Graduate Program/Major.....	13
NonSubstantive Changes - Undergraduate Courses (including GenEd).....	12
Terminating an Undergraduate Course .....	13
Changes to/Terminations of Graduate Courses .....	133
Proposing a new Undergraduate Minor, Track or Concentration.....	134
Proposing New Programs.....	144

## INTRODUCTION

This document provides a variety of tools to help you navigate the USF and CBCS procedures for proposing new programs, courses, and concentrations as well as making revisions to existing programs and courses. All proposals for new programs (degree programs, minors) should first be discussed with the Associate Dean, Dr. Catherine Batsche.

The procedures and forms referenced in this manual are current as of January, 2015 but may change at any time. Although we will update the manual when we become aware of changes, please use this manual only as a guide only. Please consult the Undergraduate and Graduate websites to be sure that procedures and forms have not changed (click the links below):

[Undergraduate Courses: Non General Education](#)

[Undergraduate Courses: General Education](#)

[Graduate Courses](#)

## Summary of Procedures for Submitting New Undergraduate Courses Non General Education Courses

**PLEASE SEE NEXT PAGE FOR DETAILED PROCEDURES**

### **A. THE COURSE PROPOSER ASSEMBLES COURSE PACKET:**

1. Syllabus
2. New Course Proposal ([from UGS website](#))
3. Copy of Catalog pages with changes indicated, if applicable.



### **B. ROUTE THE COMPLETE COURSE PACKET IN THE FOLLOWING ORDER:**

1. Department/School Curriculum Committee for review, approval/signature
2. Chair/Director for approval/signature
3. Email the packet to [Patty Cleveland](#) who will submit to the CBCS Curriculum Committee

### **C. CBCS CURRICULUM COMMITTEE:**

1. The CBCS Curriculum Committee meets once a month (see [website](#) for dates/agendas)
2. Committee will approve packet or return with instructions for revision.
  - a. If approved, proposer will submit final online New Course Proposal (if not yet submitted)
  - b. Patty Cleveland will obtain the Associate Dean's signature on the printed copy of the proposal form and forward the complete packet to Undergraduate Council.
  - c. If revisions are necessary, process begins anew.

## Step By Step Procedures for Non-General Education, Undergraduate Courses

<p><b>Step 1:</b>          Determine if the course already exists or has overlapping content with another department on campus. Search for similar courses in the <a href="#">undergraduate catalog</a>. If so, obtain a Concurrence Memo from the other department(s) stating they have no objection.</p>
<p><b>Step 2:</b>          Identify a Preliminary Course Number from the Statewide Course Numbering System. Guidelines for identifying an appropriate number are available at the <a href="#">Undergraduate Studies website</a>. You should also consult the <a href="#">state website</a> to identify course numbers for similar courses in other universities.</p>
<p><b>Step 3:</b>          Prepare a course Syllabus. Guidelines are available on the <a href="#">ATLE website</a>. A template for your syllabus may be found on the CBCS <a href="#">intranet</a> in the Teaching Resources section.</p>
<p><b>Step 4:</b>          Complete the <a href="#">New Course Development Form</a>. Do not submit the proposal online at this time because edits cannot be made on the Undergraduate Studies form after the form is submitted.</p>
<p><b>Step 5:</b>          Submit the Syllabus and the New Course Proposal Form DRAFT to your Department Curriculum Committee. When approved, obtain the signature of the Chair/Director before submission to the CBCS Curriculum Committee.</p>
<p><b>Step 6:</b>          Submit the packet by email or deliver the original copy to the CBCS Curriculum Committee Staff Liaison (<a href="#">Patty Cleveland</a>). She will enter the proposal in the log, ensure packets are complete and forms are signed, and forward to the CBCS Curriculum Committee.</p> <p> If changes to the syllabus or proposal are requested by the CBCS Curriculum Committee, the proposer will need to make the changes and re-submit the items to the Curriculum Committee Chair for re-review.</p> <p> After the course receives final approval from the CBCS Curriculum Committee, the proposer will enter the information for the <a href="#">Course Proposal form</a> online using the draft Word document as a guide. Electronically submit the proposal and notify Patty Cleveland when this step has been completed.</p>
<p><b>Step 7:</b> The Curriculum Committee Staff Liaison will email the syllabus and complete packet to the Office of Undergraduate Studies for review. Original copies of the complete packet will be maintained in the Dean's Office.</p>

## Procedures for Submitting New Undergraduate Courses General Education Courses: Foundations of Knowledge and Learning (FKL)

Before you begin the proposal development, review the purpose and structure of the General Education program on the [General Education website](#). **PLEASE SEE NEXT PAGE FOR DETAILED PROCEDURES**

### PROCEDURES

#### A. THE COURSE PROPOSER ASSEMBLES COURSE PACKET:

1. Syllabus
2. GenEd New Course Proposal (from [GenEd website](#))
3. Dimensions document and any supplementary materials
4. Copy of Catalog pages with changes indicated, if applicable

#### B. COMPLETE COURSE PACKET GOES TO:

1. Department/School Curriculum Committee for review, approval/signature
2. Chair/Director for approval/signature
3. Email the packet to: [Patty Cleveland](#) who will submit it to the CBCS Curriculum Committee.

#### C. CBCS CURRICULUM COMMITTEE:

1. The CBCS Curriculum Committee meets once a month (see [website](#) for dates/agendas)
2. Committee will approve packet or return with instructions for revision.
  - a. If approved, proposer will submit final online New GenEd Course Proposal and submit a printed copy to Patty Cleveland who will obtain the Associate Dean's signature and forward the packet to the USF General Education Council.
  - b. If revisions are necessary, process begins anew.

The University is adding a global citizenship program that will require many Gen Ed courses to include a global focus or diversity component for approval or for re-certification. Please refer to the General Education website to learn more about this possibility as it develops. The Global Citizenship (GC) General Education Program is an innovative version of USF's [Foundations of Knowledge and Learning \(FKL\) Core Curriculum](#). In the GC Program, students take a specific set of FKL courses designed with a global focus, participate in relevant on-campus events, perform community service, and study abroad on a scholarship. The goal of the GC program is to increase student's knowledge of global processes and cultural diversity and enhance student's ethical reasoning and information literacy skills.

## Step By Step Procedures for General Education Courses

### **Step 1:**

Determine if the course already exists or has overlapping content with another department on campus. Search for similar courses in the [undergraduate catalog](#). If so, obtain a Concurrence Memo from the other department(s) stating they have no objection.

### **Step 2:**

Identify a Preliminary Course Number from the Statewide Course Numbering System. Guidelines for identifying an appropriate number are available at the [Undergraduate Studies website](#). You should also consult the [state website](#) to identify course numbers for similar courses in other universities.

### **Step 3:**

Select the Core Area and Dimensions for the Course:

Core Areas: English Composition, Fine Arts & Humanities, Human and Cultural Diversity in a Global Context, Mathematics and Quantitative Reasoning, Natural Sciences, or Social and Behavioral Sciences.

Dimensions: A minimum of four dimensions must be included in each approved course. Two of the Dimensions, Critical Thinking and Inquiry, must be a part of all approved courses. Critical Thinking, Inquiry, Scientific Processes, Creative and Interpretive Processes and Experiences, Global Context, Human Historical Context and Process, Environmental Perspectives, Human and Cultural Diversity, Ethical Perspectives, Inter-relationships among Disciplines, Written Language Skills, Oral Language Skills, Information Literacy, Quantitative Literacy. These fourteen dimensions will be incorporated into courses that are certified as meeting the general education core curriculum:

Develop a complete Syllabus or revise the syllabus if you are converting an existing course to Gen Ed. Gen Ed courses require a more complex syllabus than other courses.

### **Step 4:**

Go to the [Gen Ed website](#) and create a User Account. Then follow the instructions. Once you've logged in, you will see a tab on the upper left that says "Review." This tab takes you to a list of proposed courses and, more importantly, courses already approved for Gen Ed, so you can see examples. For [tips on writing GenEd courses](#), refer to the Resources Section of the Gen Ed website.

The course objectives entered into the system must be identical to the objectives on your syllabus and they must be referenced on this form (as well as the syllabus) to specific General Education Objectives which can be found on the [Gen Ed website](#). You can include other Course Objectives but the Gen Ed Objectives are required. Click on the tab that says General Education and Exit Course Objectives.

**Student Learning Outcomes:** Learning outcomes must be included on the form. They can be simple adaptations of the Course Objectives, but the University and SACS require specific language. It's helpful to start with: "At the end of this course, students will be able to..." and then list the outcomes in measurable terms. Tips for writing student learning outcomes may be found on the [Gen Ed website](#).

**Attachments to the GenEd Course Proposal** include your Syllabus and the Dimensions document in which you will describe how your course will meet the Gen Ed Objectives. The Dimensions Document requires you to detail which Course Objectives relate to the dimensions, and to provide at least 2 activities or assignments that address those dimensions. **Caution:** the Gen Ed Council wants detailed examples. You will also need to provide at least two examples of outcomes assessment methods to determine the effectiveness of the 2 activities or assignments.

Make sure your syllabus reflects everything you say you'll do on the Course Proposal Form, or it will be returned by the General Education Council.




At this point, save and print the entire proposal, but *DO NOT SUBMIT* electronically until the course has gone through the College approval process.

**Step 5:**

Submit the Syllabus, the GenEd New Course Proposal Form, and the CBCS Curriculum Approval Form to your Department Curriculum Committee. Obtain the signature of the Chair/Director before submission to the CBCS Curriculum Committee.

**Step 6:**

Submit the packet by email or deliver the original copy to the CBCS Curriculum Committee Staff Liaison ([Patty Cleveland](#)). She will enter the proposal in the log, ensure packets are complete and forms are signed, and forward to the CBCS Curriculum Committee.

-  If changes to the syllabus are necessary, proposer will make changes and re-submit to [Patty Cleveland](#) for review by the Curriculum Committee Chair.
-  If changes to the Online Course proposal form are necessary, proposer will make the changes after the committee approves the changes.
-  If no changes are needed, the packet will be sent to the Associate Dean for signature.

**Step 7:**

After final approval is obtained at the college level, the proposer will submit the GenEd Course Proposal electronically on the GenEd website. Staff liaison will retain a complete packet in the Dean's Office.



## Procedures for Developing New Graduate Courses

**PLEASE SEE NEXT PAGE FOR DETAILED PROCEDURES**

### **A. THE COURSE PROPOSER PREPARES THE COURSE PROPOSAL PACKET INCLUDING:**

1. New Graduate Course Proposal Form (you may complete this [on-line](#)). To print a copy of your document, go to the [USF Graduate System Course Proposal Status Site](#). Print a copy to send to the Department Curriculum Committee.
2. Copy of Catalog pages with changes indicated
3. Syllabus



### **B. COMPLETE COURSE PACKET SHOULD BE PROCESSED IN THIS ORDER TO:**

1. Department Curriculum Committee for approval.
2. Chair/Director for approval.
3. Curriculum Committee Staff Liaison, [Patty Cleveland](#) who will forward it to the CBCS Curriculum Committee.



### **C. CBCS CURRICULUM COMMITTEE:**

1. The Curriculum Committee meets once a month (see [website](#) for dates/agendas).
2. The Committee will approve the proposal or return it with instructions for revision.
  - a. If approved, Patty Cleveland will obtain Associate Dean's signature and forward the proposal materials to the USF Graduate Council.
  - b. If revisions are necessary, process begins anew.

## NEW GRADUATE COURSE: STEP-BY-STEP PROCESS

<p><b>Step 1:</b>          Determine if the course already exists or has overlapping content with another department on campus. Search for similar courses in the <a href="#">Graduate Catalog</a>. If so, obtain a Concurrence Memo from the other department(s) stating they have no objection.</p>
<p><b>Step 2:</b>          Identify a Preliminary Course Number from the Statewide Course Numbering System. Guidelines for identifying an appropriate number are available at this <a href="#">website</a>. You should also consult the <a href="#">state website</a> to identify course numbers for similar courses in other universities.</p>
<p><b>Step 3:</b>          Prepare a course Syllabus. Guidelines are available on the <a href="#">ATLE website</a>. A template for your syllabus may be found on the CBCS <a href="#">intranet</a> in the Teaching Resources section.</p>
<p><b>Step 4:</b>          Complete and submit the <a href="#">Graduate New Course Proposal Form</a>. Print a copy of your document at the <a href="#">USF Graduate System Course Proposal Status Site</a>.</p>
<p><b>Step 5:</b>          Download the <a href="#">Graduate Curriculum Approval Form: New Course</a>. Scroll down the page until you find the section on Approval Process. You will find a link to the form under step 1.</p>
<p><b>Step 6:</b>          Submit the packet to the Department Curriculum Committee for approval. Obtain the signature of the Chair/Director before submission to the CBCS Curriculum Committee. Three documents need to be included in the packet:</p> <ol style="list-style-type: none"> <li>1. Graduate Curriculum Approval Form: New Course</li> <li>2. Graduate Curriculum System New Course Proposal Form</li> <li>3. Catalog pages for program, indicating changes to catalog copy resulting from approval of this proposal (track changes preferred)</li> </ol>
<p><b>Step 7:</b>          Proposer submits the packet via email to the CBCS Curriculum Committee Staff Liaison for logging in <a href="#">Patty Cleveland</a>. She will ensure packets are complete and signed before forwarding to the CBCS Curriculum Committee.</p> <ul style="list-style-type: none"> <li> If changes to the syllabus are requested by the Curriculum Committee, the proposer will make changes and re-submit to Staff Liaison for re-review by the Chair of the Curriculum Committee.</li> <li> If changes to the Online Course proposal form are needed, proposer will enter the changes. If no changes are needed, the packet goes to the Associate Dean for approval and signature.</li> </ul>
<p><b>Step 8:</b>          The Curriculum Committee Staff Liaison emails packet to Graduate Council. A printed copy of the packet is maintained in the Dean's Office.</p>

## PROPOSING NEW GRADUATE CERTIFICATES

<p><b>Step 1:</b> Discuss the new certificate with the Associate Dean, Dr. Catherine Batsche.</p>
<p><b>Step 2:</b> Contact the Office of Graduate Certificates to discuss the certificate being proposed. (813-974-8031)</p>
<p><b>Step 3:</b> Complete the <a href="#">Graduate Certificate Proposal Form</a>.</p>
<p><b>Step 4:</b> If you are proposing any new courses for the Certificate, a Graduate New Course Proposal packet must accompany the Graduate Certificate Proposal Form for each new courses (see section on Proposing New Graduate Courses).</p>
<p><b>Step 5:</b> Proposer emails complete proposal form with any attachments to the <a href="#">Office of Graduate Certificates</a> or initial review.</p>
<p><b>Step 6:</b> After the Office of Graduate Certificates has reviewed the draft proposal, submit the complete packet to Department Curriculum Committee for Approval. Obtain the signature of the Chair/Director before submission to the CBCS Curriculum Committee.</p>
<p><b>Step 7:</b> Submit the packet via email to the CBCS Curriculum Committee Staff Liaison, <a href="#">Patty Cleveland</a>. She will ensure packets are complete and necessary signatures have been obtained before forwarding to the CBCS Curriculum Committee.</p> <ul style="list-style-type: none"> <li> If changes to the packet are necessary, proposer will make changes and re-submit to CBCS Curriculum Committee via Patty Cleveland.</li> <li> If no changes are needed, Patty will forward the packet to the Associate Dean for approval and signature.</li> </ul>
<p><b>Step 8:</b> The Staff Liaison emails the packet to Graduate Certificate Office. This Office will then relay the packet to the USF Graduate Council.</p>
<p><b>Step 9:</b> After the Graduate Council has approved the new Certificate, the Certificate Office will add the Certificate to its website list.</p>

## OTHER PROGRAM AND COURSE-RELATED PROCEDURES

### **Substantive Changes - Undergraduate (non-Gen Ed) Courses:**

Generally, substantive changes to a course are made when any changes are proposed that the students need to know. Examples: changes in a course title, course objectives, and so on. The procedure is substantially the same as the [New Course Procedure](#), except that the [online form](#) is different.

Complete all the CURRENT information on the course in Section 2. In Section 3, describe the changes you are proposing. Everything else is entered exactly as it would be for a New Course Proposal.

Refer to the *Undergraduate New Course Procedures: Non-General Education* and resume process at Step 5.

### **Substantive Changes - Undergraduate Gen Ed Courses:**

Any substantive changes made to Gen Ed courses require re-certification by the Gen Ed Council. Therefore, the course must be re-submitted to the Gen Ed Council as though it was a new course. Please refer to the section on *Undergraduate New Course Procedures: General Education* in this manual.

### **Substantive Changes to a Undergraduate Program/Major:**

Generally, substantive changes to a program/major are made when any changes are proposed that the students need to know. This includes changes to an existing Degree Program (Major) or adding a concentration or making changes to an existing concentration within an existing degree program.

1. To make a change to an existing major, complete and submit this online form: <http://www.ugs.usf.edu/ugc/Proposals/min.cfm>.
2. If a new concentration is being created for an existing major, use the new concentration form, or to change a concentration use the change an existing concentration form located on this website: <http://ugs.usf.edu/ugc/curriculum-proposals/>.
3. Faculty submits proposal for review to Department, then forward to School/College Curriculum Committee review (submit to college liaison Patty Cleveland [cleveland@usf.edu](mailto:cleveland@usf.edu)) and signatures.
4. College Liaison (Patty Cleveland) submits to Office of Undergraduate Studies by emailing the signed electronic packet which includes the Approval form and the Catalog copy in WORD with track changes to the Undergraduate Council review.

### **Substantive Changes to a Graduate Program/Major:**

Generally, substantive changes to a program/major are made when any changes are proposed that the students need to know. This includes changes to an existing Degree Program (Major) or adding a concentration or making changes to an existing concentration within an existing degree program.

1. Faculty create proposal and update corresponding Graduate Catalog copy (*to obtain a word copy of your catalog pages send an email request to cdh@usf.edu. Please note "Catalog copy request" in subject line*): <http://www.grad.usf.edu/curriculum-program.php>
2. Complete the [Changes to Program Form](http://www.grad.usf.edu/curriculum-program.php) (Word doc for Microsoft Internet Explorer). <http://www.grad.usf.edu/curriculum-program.php>
3. Faculty submits proposal for review to Department, then forward to School/College Curriculum Committee review (submit to college liaison Patty Cleveland [cleveland@usf.edu](mailto:cleveland@usf.edu)) and signatures.
4. College Liaison submits to Office of Graduate Studies by emailing the signed electronic packet which includes the Approval form and the Catalog copy in WORD with track changes to the Graduate Council review.

### **Non-Substantive Changes - Undergraduate Courses (including Gen Ed):**

Non-substantive changes are changes that would not become apparent or not matter to a student, such as a course number. In this case, complete the Undergraduate [NonSubstantive Course Change Form](#), then resume the same procedures as you would under the Substantive Changes – Step 5 in *Undergraduate New Course Procedures: Non General Education*.

### **Terminating an Undergraduate Course:**

To terminate an undergraduate course, complete the [NonSubstantive Course Change Form](#) and indicate “terminate” in the justification section and the term you want the termination to be effective.

### **Changes to/Terminations of Graduate Courses:**

Complete the [Graduate Course Change Form](#). NOTE: at the bottom of the form, you are asked to enter a password with no more than 8 characters – this is solely for your use, should you need to go back in and edit the form.

At this point, you will need to resume the procedures detailed in the New Graduate Course Procedures section of this manual. Begin with Step 5, and complete the Graduate Course Approval Form.

### **Proposing a New Undergraduate Minor**



If you are considering a **new Minor**, first contact the Associate Dean, [Dr. Catherine Batsche](#), before beginning the proposal process.

When you are ready, complete the [New Minor, Track, or Concentration form](#). Upon completion, resume the same procedures as you would under the Substantive Changes – Step 5 in *Undergraduate New Course Procedures: Non General Education*.

### **Proposing a New Undergraduate or Graduate Degree Program or Accelerated Program**



If you are considering proposing a new academic program, contact the Associate Dean, [Dr. Catherine Batsche](#). This include undergraduate programs, graduate programs, and accelerated bachelor/master's programs.