FORM B
REQUEST FOR ADDITION OF A NEW COURSE

I.   Course Identification
   a.   Proposed prefix and number:
   b.   Proposed title (30 Character Max):
   c.   Proposed catalog description including prerequisites and credit:

   d.   Companion course/Co-requisite:
   e.   May course be repeated for credit?
   f.   Maximum number of credit hours that can be earned:
   g.   Is course eligible to receive a grade of IP?   If yes, justification:
   h.   Is this course exempt from the 3-peat charge?   ; If yes, justification:
   i.   Is the proposed course eligible to be offered as writing enhanced? (applies only to undergraduate courses)
        ; if yes, attach Writing Enhancement Supplement.
   j.   Identify the majors and/or minors for which this course will be required:
   k.   Identify the majors and/or minors for which this course may be an elective:

II.   Statement of Need and Program Compatibility
   a.   Justify the need for this course, including how the proposed course will support the present program
        curriculum.

   b.   Explain how the addition of this course will directly or indirectly influence personnel rotation, inventory of
        courses, degree requirements, etc.

   c.   Identify courses with similar titles or similar contents currently offered in other departments. Explain how
        this course is different. Identify representatives from departments offering courses with similar titles or
        contents who have reviewed this proposal and summarize their responses.

   d.   Identify who is likely to be the instructor(s) of this course.

III.   Course Content
   a.   List the course objectives as expected student outcomes. Objectives should be specific, measureable, and
        appropriate for the course level (i.e., graduate courses should not "introduce" or "identify").
        Upon completion of this course, the student will be able to:

   b.   Identify the proposed text(s) for the course (include full name of author, title, publisher and date). **If the text
        is more than 5 years old, please provide a justification.**

Author	Title And Publisher	Year

   c.   Using a 15-week class schedule, identify the topics to be covered during each week of the semester:

Week 1	
Week 2	
Week 3	
Week 4	

Week 5	
Week 6	
Week 7	
Week 8	
Week 9	
Week 10	
Week 11	
Week 12	
Week 13	
Week 14	
Week 15	

IV.   **Library materials required for this course.** This section is to help the Library review the adequacy of the current collection and plan for the future allocation of resources to better meet the needs of students enrolled in this course.

a. Please indicate the **types** of library resources you expect students to use for this course. Using a scale of 0 to 7, indicate the **extent of use** anticipated for each type of library resource selected. [0 = no use to 7 = extensive use]

Types of print/electronic library resources needed	Extent of use anticipated (on a scale of 0 to 7)
Scholarly, Peer-Reviewed Journals	
Electronic Databases	
Books	
Trade Journals	
Newspapers	
Popular Magazines	
Audio-Visual	
Other (please specify)	

b. Please identify **specific** resources that the Library needs to **acquire** in support of this course. These resources could include but are not limited to (both print and electronic) journals, electronic databases, books, etc. Please identify **new titles** that should be acquired or **subject areas** in the collection that may need to be **enhanced** or **updated**.

New titles needed or subject area to be enhanced:

V.   Please identify equipment and technological resources required for this course. This section addresses the need for specialized laboratory equipment, computer software or other physical resources not generally available on campus.

After this form has been completed, contact a Bibliographer/Librarian to complete the Library Collection Review (LCR) form. The LCR form should be attached to Form B before the proposal is forwarded to your College Curriculum Committee.

FORM B
—CHECK LIST—
Please check each box to verify review.

Overall

☐   The version of Form B currently posted on the Academic Affairs web site under <u>Curriculum Forms</u> is being used.

☐   Font is Times New Roman, 11 pt, no bold, no "all caps."

☐   The form has been proofed for spelling and grammar errors. Please note that the Form B template does not have grammar and spell check.

☐   Every question has a response. If there is not an affirmative response, use "N/A," "No," or "None" as appropriate.

Part I - V

☐   I.c.   The catalog description is in complete sentences.

    ☐   Course catalog descriptions should be understandable to members outside the discipline. Avoid acronyms, abbreviations and terminology specific to the discipline not usually recognized by the general public. Commonly recognized terminology is acceptable, e.g., NASA, DNA, S Corporation.

    ☐   The final sentence of the catalog description lists any prerequisites, followed by credits, e.g., Prerequisite: IT 161. Credit 3.

    ☐   Use terms such as "basic," "fundamental," "introduction," and "overview" sparingly. Upper division courses should seldom be introductory.

☐   I.d.   Companion courses require concurrent enrollment. This is a rare occurrence. If applicable, the companion course should be listed in the course description.

☐   I.i.   If the course is proposed to be writing enhanced, course requirements listed in the 15-week class schedule should reflect writing assignments.

☐   II.b.   There is nearly always an impact if a new course is added. Adding a new course may require that new faculty be hired or existing teaching assignments be modified, existing courses be deleted, or degree requirements be modified. Offer specific explanation of the modifications.

☐   II.c.   Review SHSU course offerings to identify courses with similar titles or content. Err in favor of listing courses that potentially could overlap. Include documentation of discussions with appropriate departmental chairs to avoid duplication.

☐   III.b. Note that the form requires both Title <u>and</u> Publisher. Do not omit the publisher.

             Provide a justification if the proposed texts are more than five years old. Check to see if proposed textbooks over two years old are out-of-print.

☐   III.c. If the course features differential content or directed study, provide a sample 15-week class schedule.

☐   IV.   The library has been supplied with an electronic copy of this course request at least 2 weeks prior to the college submission deadline.

I certify that the Form B submitted to the University Curriculum Committee has been reviewed and complies with the stipulations on this checklist.

_____   _____   _____   _____

Department Chair Signature   Date   College Curriculum Committee Chair   Date
                                                      Signature

LIBRARY COLLECTION REVIEW for PROPOSED COURSE

Proposed Course Prefix and Number:
Proposed Title:

1. Results of the librarian's review of the adequacy of library holdings to support the proposed course content areas and assignments. Please be specific, and indicate whether the subject areas of the course require new expenditures, or are already included in the collection due to library support of courses with similar information needs.

2. Identify additional resources that are likely to be needed, and the approximate cost of the materials.

3. Bibliographer's comments (state any concerns regarding the library's support of the course).

Signed: _____   Date: _____
        Bibliographer

Signed: _____   Date: _____
        Library Director

WRITING ENHANCEMENT SUPPLEMENT

Proposed Course Prefix and Number:
Proposed Title:

Briefly explain how the writing requirement will be met in this course, keeping in mind that 50% or more of the course grade must be derived from written assignments, either formal or informal.

Reviewer's Notes:

Signed: _____   Date: _____
                  Writing Enhanced Committee Chair