To: Dean Van Galen, Chancellor  
116 North Hall  
University of Wisconsin-River Falls

From: Wes Chapin, Chair  
Faculty Senate  
University of Wisconsin-River Falls

May 9, 2013

RE:  UWRF Faculty Senate Motion 2012-13/150

At the May 8, 2013 meeting of the University of Wisconsin-River Falls Faculty Senate, this motion was passed. The motion is forwarded to you for your action.

Motion from the University Curriculum Committee (Alexandru Tupon, Chair) to approve a new course proposal form.

Approved

Disapproved

Dean Van Galen, Chancellor  
Date
The UCC discussed the following motion forwarded by the Faculty Senate:

Motion from the Executive Committee (Wes Chapin, Chair) that courses being modified for online and related delivery be subject to the regular course approval process, and that the University Curriculum Committee is charged with modifying the official course approval form to include a check-off box indicating whether the proposal is for traditional face-to-face courses, online courses, hybrid courses, combination courses, or other formats.

To address this, UCC decided to introduce the following new line on the course proposal form:

**Mode of delivery (If more than one box is checked, describe the differences in Item 5, page 2):**

- [ ] Face to Face  
- [ ] Online  
- [ ] Hybrid

This is compatible with what the Registrar’s Office currently has available in terms of software. UCC will check the delivery differences (as detailed in item 5) and make further recommendations, if needed.

- Other changes to the form:
  1. I changed the top box (Course submission sequence) to reflect the new terminology used for the old Graduate Council, now the Graduate Studies Curriculum Committee. Same for the International Programs Committee (on page 1 -- Study abroad course box).
  2. I moved the preparer and date boxes near the top of the page. This will make it easier for chairs to check names when assembling agendas, comparing with transmittal forms, etc. (don’t have to scroll down the page).
  3. For ‘Abbreviated course title’ I inserted a short explanation: if possible, use original title.
  4. As a freebee, I inserted macros to spell check all the restricted boxes. One needs to click ‘enable macros’ when asked on the form. The logical steps of this (Visual Basic) program are: Unprotect all protected fields → select all document → spell check using MS Word’s dictionary → protect again.
  5. Launching Spell Check is a simple mouse click on the fifth icon at the top left of the Word ribbon that looks like an x over a check mark.
COURSE PROPOSAL

UNIVERSITY OF WISCONSIN-RIVER FALLS

Course submission sequence: Undergraduate only – College Curriculum Committee then UCC
Graduate only – Graduate Studies Curriculum Committee then UCC
Slash courses – College Curriculum/Graduate Studies then UCC

Proposal Prepared by:       Date of Proposal:       

Department Name:             
Subject Code:      (e.g., ART, ENGL, CJ) 
Course Number:       
Credits:       
Course Title:       

Abbreviated course title (max 25 characters; if possible, use original title):       
Level:       Undergraduate   Graduate   Both

Check all that apply:
☐ New course
☐ Change in course number Previous number:
☐ Change in number of credits Previous credits:
☐ Change in course title Previous title:
☐ Change in prerequisites Previous prerequisites:
☐ Change in catalog description (If checked, include old catalog description in Item 3, page 2.)
☐ Change in course content (If checked, describe the changes in Item 2, page 2.)
☐ Proposed for General Education:  (If checked, attach Appendix GE)
☐ CW   ☐ CS   ☐ CA   ☐ SB   ☐ HF   ☐ M   ☐ S   ☐ SL   ☐ MD   ☐ HW   ☐ EC
☐ Proposed for University Requirement of:  (If checked, attach Appendix GP and/or ACD)
☐ Global Perspective   ☐ American Cultural Diversity
☐ Study abroad course (must have a letter of recommendation from the International Programs Committee)
☐ Other:       

First offering of the new/revised course will be:       (term/year)

Check one:       ☐ Permanent Course   ☐ Temporary Course       (term/year to be offered)
Mode of delivery (If more than one box is checked, describe the differences in Item 5, page 2):
☐ Face to Face   ☐ Online   ☐ Hybrid

Class hours per week:
Lecture:       (1 hour / week = 1 credit)
Laboratory:       (2-3 hours/ week = 1 credit)
Discussion:       (1 hour / week = 1 credit)
On Line:       (14 hours / semester = 1 credit)

Prerequisites: (Not permitted for General Education courses.)
The prerequisites listed here will be added to the course description in the catalog.

Undergraduate:       
Graduate:       

Is the course repeatable for credit?
☐ Yes   ☐ No   If yes, maximum credits:       and/or maximum attempts:       

Grading format:       ☐ Letter Grades   ☐ Pass/Fail

Relationship of this proposal to the departmental major/minor or program:

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Undergraduate Major(s)</th>
<th>Undergraduate Minor(s)</th>
<th>Graduate Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Required</td>
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<td>Allowed Elective</td>
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<tr>
<td>Clarification:</td>
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</tbody>
</table>
Please complete the following:

1. Duplication
   a. State whether or not there is any possible overlap or duplication of course material between this course and existing programs within your college or within the University.
   b. Please list the departments with whom you have consulted and attach letters from those departments.

2. Briefly explain the need for this course (new courses) or the changes in this course (existing courses).

3. Catalog description including term(s) offered (F = Fall, W = Winter, Sp. = Spring, SS = Summer). Maximum of 50 words please:

4. Course objectives:

5. General teaching procedure/methodology:

6. Evaluation procedures to be used: (If no final exam is planned, written permission of the Dean is required.)

7. What distinction is made between the requirements and/or performance for undergraduate and graduate students?

8. Outline of course content: (Outline must be sufficiently detailed to clearly indicate content of the course. Attaching a sample syllabus is recommended.)

9. Recommendations of materials to be added to the library collections:

10. List those books to be obtained from the Textbook Library: (Include complete citation)

11. List those books to be purchased by the students:

12. Estimated cost to student for materials, supplies, etc.:

$
13. Does this course reflect any human relations components as identified in the Administrative Code of the Department of Public Instruction?

☐ Yes  If yes, please complete Appendix A.
☐ No   If no, Appendix A may be omitted.