Instructions for Submission of Proposals
for New Courses or Changes in Existing Courses (rev 1/3/2017)

Overview of the process

The application process for requesting new courses or changes in existing courses within the College of Education (COE) involves the following general steps:

1. An applicant (this can be an individual or group) proposes a new course or change to an existing course. This proposal is initially reviewed and approved by the program area faculty and Assistant Dean of that Division following procedures in place in that Division. This is signified by the Assistant Dean electronically signing the standard WSU online forms (see below) with his/her name, access id, and date.

2. Next, the signed WSU form and other supporting documents described below are electronically submitted by the Division’s Assistant Dean’s office in an email to three people simultaneously: a) the Curriculum Committee chairperson, and both b) Michael Foley (ai1906@wayne.edu) and c) Janice Green (jwgreen@wayne.edu) in the COE Office of Academic Services. **Include course # and date in file tags of all documents (all submitted docs must be in MSWord, not PDF).**

   (a) For major requests (e.g., proposals for new courses or requesting substantial changes to content or credit hours for existing courses), the proposal will be forwarded to the COE Curriculum Committee, which will invite a qualified member of the applicant group to present the proposal at the next Curriculum Committee meeting and answer questions that may arise. Please provide a rationale for the proposed course/substantial change in a memo.

   (b) For minor change requests (such as a simple update in course description or title to reflect the use of more contemporary terminology in the field or accreditation requirements, etc.), the proposal will be reviewed by the COE Assistant Dean of Academic Services in conjunction with the Chair of the Curriculum Committee. Typically, these proposals do not require further review by the entire Curriculum Committee. Materials fee requests associated with minor change requests will be reviewed by the Chair and the Assistant Dean of Academic Services. If Materials fee requests satisfy University guidelines, the proposals will be processed without full Committee review.

   (c) For assistance in determining whether the changes to be proposed are major or minor, contact the CC chair and Academic Services.

3. Upon completion of these key elements of the review process, including approval by the Curriculum Committee, proposals involving major change requests are forwarded to the Executive Committee for review, and then to the COE Assembly of Faculty & Academic Staff for final review and approval at the College-wide level with subsequent submission to the WSU Catalogs & Course Records Office. Proposals involving minor change requests will not be forwarded to these bodies but will be sent directly to the WSU Catalogs & Course Records Office from Academic Services.
Documents to develop and submit for all course proposals and materials fees proposals:

1) The WSU online form that fits your proposal/need. The following four standard electronic university-wide application forms are available for download at this web address: https://provost.wayne.edu/courses/course-forms

   “Course Change Form”
   “Course Materials Fee Form”
   “New Course Form”
   “Nomination for a General Education Course Designation”

It is important that the new standard university wide electronic forms are filled out correctly and completely. Otherwise, they will be returned to the applicant. It is important that these are done accurately and reflect a well-coordinated, quality proposal before they leave the college. A few specific points to note:

   -- “Lecture” includes typical class discussions that occur as part of that general teaching methodology. The “Lecture/Discussion” option refers to courses in which there might be 3 days of lecture and 2 days of discussion/recitation. Generally, most of us will be checking the “Lecture” box.
   -- Be clear on what the terms mean, e.g., T=Term, meaning that you will be offering the course every term, F= course will be offered in fall term, etc. Although this may change later, provide an estimation of how often the course will be offered.
   -- Contact hours refers to the total number of hours in the course over the semester. Thus, a 3 hour class meets for 2 hours 45 minutes per week. Compute the total number of contact hours across the semester, not per night.
   -- Please make sure your suggested course number has not been used for a previous course. If you need to confirm a number, please check with Michael Foley.
   -- If your class is cross listed you must also have the Departmental Chairperson of the cross listed class electronically sign and date the form prior to submission to Academic Services.
   -- If proposing a Change in Existing Course Proposal, it is not necessary to insert “N/A” or “No Change” in sections that are not changing. Please leave those sections blank.
   -- If proposing materials fees, you must also submit the New Course Proposal Form or Change in Existing Course Proposal form with it indicating that the “change” request is to the materials fee. You must also include a list of items and materials to be purchased and their cost. This list can be added to the end of the Materials Fee form at “Supplemental pages to be used as needed” or submitted as a separate document.

2) Proposed course syllabus. Also, all proposals for new courses need to include a sample course syllabus in a separate document. Syllabi must reflect current University policies concerning grading scales, course withdrawal, plagiarism, and disabilities. Follow the course template that is posted on the College of Education website at http://www.coe.wayne.edu, under “Faculty and Staff” then “Faculty Resources.” It includes the most updated information. Contact Michael Foley at (ai1906@wayne.edu) in the COE Office of Academic Services and/or the CC chair if you have any questions or need guidance in this regard.

For large scale program changes:

Program areas that wish to introduce large-scale curriculum changes (e.g., extensive changes to an existing academic program that may also include changes to new courses and/or new courses) need to follow the submission steps as outlined above. However, their application should always be submitted in the form of a single proposal package and it will be considered as such for review purposes. Do not get courses changed first
and then propose program changes later, for example. The process works best at both the COE and WSU review levels when the college is fully aware of the scope and context of the proposed changes. In addition, in all instances where large-scale curriculum changes are proposed, applicants are required to provide an executive summary of the proposed program changes in the form of a memo that also should be e-mailed (e.g., as MS-Word file attachment) along with any course proposal forms and syllabi or other supporting documents (as applicable). Revisions to Existing Graduate Programs: https://wayne.edu/gradschool/faculty/program-proposals/

To propose brand new programs:

Program areas that wish to introduce an entirely new program should follow the instructions found on the Graduate School’s website: https://wayne.edu/gradschool/faculty/program-proposals/. Proposals must be submitted in MS-Word format. They also start with our same internal COE processes before going to the New Programs Committee in the Graduate School.

Follow the same procedures as above for proposing new courses and/or changes in existing courses that may be part of the development of new programs. WSU Course Scheduling requires submission on the individual appropriate forms, as indicated above.

To propose minors, undergraduate certificate programs, and graduate certificate programs:

See these websites to get started and then consult the CC chair and Academic Services as needed:

Minors: https://provost.wayne.edu/courses/concentrations-minors
Undergraduate Certificate Programs: https://provost.wayne.edu/courses/undergrad-cert
Graduate Certificate Programs: https://wayne.edu/gradschool/faculty/program-proposals/certificate/

Summary

For each new course proposal or change to an existing course, you will be submitting two documents at a minimum (WSU course proposal form and syllabus). Your rationale can be placed at the bottom of the WSU course proposal form in that space provided or in a separate memo document. Program level changes will vary in terms of how many documents will be included. When in doubt, contact the CC chair and Academic Services for guidance.

While the preceding information depicts the basic steps involved in the review of proposals of new courses or changes in existing courses at both the program area (i.e., Division) and College of Education level, some curriculum related proposals may also require review and approval from other committees (e.g., Graduate Council).