**BEREA COLLEGE**

**ABBREVIATED LONG FORM FOR CONVERTING SPECIAL TOPICS COURSES TO PERMANENT CATALOGUE COURSES**

The followingABBREVIATED LONG form and guidelines are provided to assist Berea College faculty in the development of proposals for converting courses previously taught as special topics courses (X86) to courses which are permanent pieces of their curriculum.

* Please read through these items carefully and consult with your Academic Program Council (APC) Divisional Representative, and others as necessary as you develop the proposal.
* Proposals are to be submitted by a Division Chairperson on behalf of the associated departments. On occasion a proposal may be submitted by the Associate Provost if it falls outside a given division (e.g., General Studies).
* Submitted proposals must have been carefully reviewed by the department and division as well as related department(s) or division(s).
* Submission by the Division Chair is certification that all other relevant Division Chairs and Department Chair have explicitly given approval in writing to the proposal. All relevant chairs and coordinators are copied on the same final electronic submission of the proposal that is sent to the Academic Program Council (APC) Chair.
* Proposals may be submitted throughout the year, but APC encourages submission byNovember 15 if they require action for implementation for the following academic year. Proposals received after the deadline may or may not be acted on in time to implement them for the next academic year. Proposals submitted using *this* abbreviated form are likely to be acted upon if they are received by February 15th.
* Completed proposals, which meet all the requirements, should be submitted by the Division Chair electronically, who will forward them to the Academic Program Council Chair and/or another appropriate body.
* As you fill out this form, you may delete the instructions while leaving the Section Headers.

**USE THIS ABBREVIATED LONG FORM FOR CURRICULUM REVISION PROPOSALS THAT INVOLVE CONVERTING SPECIAL TOPICS COURSES TO THE REGULAR CATALOGUE**

**Proposal(s) should follow this outline and include everything that is requested.** Please read the guidelines carefully and address all components and questions for each section.

Please label each section

1. **Initial Information that Includes**:

* Name of Department and Name of the Department Chair
* Division and Name of Division Chair
* Date of Original submission
* If needed, resubmission date
* Brief Descriptive Title of the Proposal

1. **What special topics course(s) are being proposed for conversion and when were they previously taught?** —If multiple courses are being submitted, Label each proposal – Proposal #1, Proposal #2, etc. Include proposals for adding particular courses to various parts of relevant majors/minors. A more detailed description of the changes is required in Section V below.
2. **Rationale/Considerations** — Please address each of the following criteria and questions and label each:
3. Why is this proposal being made?
4. What has been the impetus for the proposed curriculum changes? Please describe. *(For Example: Are the changes the result of a department self-study? A department curriculum review? Recommendations of a learned society? Requirements of licensing or accrediting bodies? If it involves requirements from licensing or accrediting bodies or learned societies, please include the relevant documents in section IX.)*
5. How will the curriculum be strengthened by the addition of this course as a permanent catalogue course?
6. Address how the changes relate to (a) department goals, and/or b) to General Education and its goals, and (c) to the Great Commitments of the College
7. Address how this new course will fit into the current curriculum and affect current and future students
   1. Will this course be an elective or required for the major?
   2. Can current students apply this course to their major? Please specify if it replaces a current elective or required course.
   3. If this course substitutes for a previously offered course, please provide a rationale for the substitution.
   4. In current planning, when will this course first be offered as an official catalog course? Will it be offered in Fall or Spring of the upcoming year?
   5. Are any courses being dropped from your curriculum? (In general, courses listed in the catalogue should be offered periodically.) If no course(s) are going to be dropped when adding a new course, please explain how you will be able to offer all listed courses periodically.
8. Address the impact on other departments including:
9. Accessibility to students in other majors
10. Collateral requirements in other majors
11. Content overlap with other courses
12. Enrollment in other courses
13. Other
14. ***Curriculum Staffing***—Design a chart or charts that illustrates: (a) the staffing for the current curriculum and the proposed staffing for the proposed curriculum AND (b) when courses have been offered and will be offered. Highlight the GSTR courses.

Below is **one example** of a chart that focuses on faculty assignments. Interdisciplinary departments may need to develop different chart(s) that best convey the requested information.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Current Department for the Last 4 Years | | | | Proposed Department for the Next Four Years | | | |
| Faculty Name | Year 1 | Year 2 | Year 3 | Year 4 | Year 1 | Year 2 | Year 3 | Year 4 |
| Faculty #1 | GST XX1  GST XX1  GST XX1 | GST XX2  GST XX2  GST XX2 | GST XX3  GST XX3  GST XX3 | GST XX4  GST XX4  GST XX4 | GST XX1  GST XX1  New Course | GST XX2  GST XX2  GST XX2 | GST XX3  GST XX3  New Course | GST XX4  GST XX4  GST XX4 |
| Faculty #2 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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1. ***Detailed Proposal Description* —** 
   1. Does it include material covered in another course in this department or another department? If so, what course(s) and what is the overlap? How will this overlap impact registration for the course(s) that cover the same material?
   2. Do upper-level courses have prerequisites that reflect the knowledge and skills student should bring to these courses?
   3. Include theproposed catalog/course description of the new course. Using the current Catalog as a model, include a carefully crafted description for each proposed course, describing the content, goals, and scope of the course. For consistency in the Catalog, start with a statement such as “A study of...” or “An introduction to...” followed by a few concise but complete sentences. Include the, prerequisites, course fee, and course credit. If this “new” course has previously been offered (i.e., as a Special Topics or Short-Term course or Summer 1 or 2 courses), please include wording to the effect that the course is “Noncredit for students who completed it as [course number].”
2. ***Supporting Documentation and Evidence*** — In addition to the responses above,
   1. A proposal for a new course or a revised course should include a syllabus from when it was offered as a special topics course.
   2. Tell us about your previous enrollment and how expectations for future enrollment.
   3. A list of current faculty who teach or could teach the course(s).
   4. Courses proposed to satisfy General Education requirements (Perspective or Practical Reasoning or Nature Science) should also include the appropriate Request Form(s) indicating how the course addresses the guidelines for the requirement(s). Request Forms are posted on the General Studies webpage at <http://www.berea.edu/gst/course-proposal-forms/>.
3. **If adding this course would change your curriculum guide, please provide a mock-up of the proposed curriculum guide for revised majors/minors. Current curriculum guides can be found here:** <https://www.berea.edu/registrar/curriculum-guides/curriculum-guides-2019-2020/>
4. **If required, written statements of approval specifying the changes from the other departments that could be impacted by the proposed changes.**
5. **If the impetus for the changes were the result of requirements by licensing or accrediting bodies, please include the relevant information here.**
6. **Optional:** Any supporting documentation and evidence that the department wishes to include that would help the proposal reviewers better understand the proposed changes.

**Notes:**

* The submitted document should include a header with the current date and page number on each page. If the proposal has to be resubmitted, a new date should be entered in the header.
* If a specific question/topic is not applicable to the proposed changes, write “Not Applicable.”
* Careful attention to the totality of document will allow for a careful examination of the proposal which may result in a timelier decision on the proposal.
* These curriculum proposal(s) go through the following levels of review
  + Department Faculty and Department Chairperson
  + Division and Division Chairperson
  + Academic Program Council Divisional Representative
  + Associate Provost
  + Academic Program Council
  + Executive Council
  + Full Faculty Review and Vote at a Faculty Meeting