

CIM Proposal Help Bubbles

Prefix: Select the appropriate prefix associated with the Academic Component responsible for the course instruction and oversight. When the prefix is selected, the form will auto-populate the Academic Component and College fields to facilitate the proposal's workflow for approval.

Academic Component: The name of the Academic Component auto-populates based on the course prefix to facilitate the proper routing of proposals for approval.

College: The name of the College auto-populates based on the course prefix to facilitate the proper routing of proposals for approval.

Programs: Select the program(s) from the list which are most directly impacted by the new or revised course proposal.

Effective Date of Course: The effective date is the first academic year that the new or revised course will be taught. Since an academic year begins with the Fall semester, all new courses will show a Fall date. All courses proposed and approved will become effective in Fall of the following academic year.

Course Title: Provide the complete course title. Capitalize only the first letter of the key-words (upper & lower case). If courses have the same name, sequence should be indicated with Roman numerals following the course titles.

Short Title: A short course title is an abbreviated form of the regular title which appears on a student's transcript. It has no punctuation and is limited to 29 characters, including spaces. Only upper case letters are used in the short course title; avoid over-shortening the title also.

Example: Human Resource Management in Nutritional Care Systems (long title)

HUM RESRCE MGT NUTR CARE SYS (short title)

Catalog Description: The complete course description includes the following items, in the following order:

1. a short description of course content (Descriptions should be as concise as possible. The most frequent problem requiring revision of course descriptions is a description which is too long and wordy. Avoid using complete sentences. List the topics covered briefly.);

2. if applicable, prerequisites (List both enforced and non-enforced registration prerequisites. If the course is one of a series, the prerequisite courses should be listed in the subsequent course descriptions.);
3. if applicable, co-requisites (List both enforced and non-enforced registration co-requisites.);
4. if applicable, "may be repeated" (If there is a limit on the number of times a course can be repeated for additional credit, specify that number in the course description.);
5. lecture, seminar, lab, practicum, clinical, or private lesson hours a week ("Lecture hours a week" may seem unusual for internet courses; however, for state data reporting, class time is either lecture or lab; therefore, a three-hour internet course usually has "Three lecture hours a week.");
6. number of semester credit hours.

Do not include:

- The mode of delivery of the course - internet, etc. That information appears only in the schedule.
- "Satisfies core requirement" or "Global Perspectives." The approved lists for these requirements may change.

Course Description Example for BACT 1003 - Microbiology:

Principles, historic concepts, sterility, chemotherapy and antibiotics, immunology, serology, and diseases caused by microorganisms. Co-requisite: BACT 1001. Three lecture hours a week. Credit: Three hours.

Enforced Registration Prerequisites: List only those prerequisites (prefix and number) and registration rules which should be enforced to affect student registration. Note that, depending on the Academic Component's needs (i.e., high transfer student enrollment), sometimes the course description lists prerequisites which are not enforced in student registration. It is the Academic Component's responsibility to monitor all courses which do not enforce registration prerequisites to ensure the students are appropriately prepared to succeed in the course.

Enforced Registration Co-requisites: List only those co-requisites (prefix and number) which should be enforced to affect student registration. Note that, depending on the Academic Component's needs (i.e., high transfer student enrollment or high number of students who retake a lab course), sometimes the course description lists co-requisites which are not enforced in student registration. It is the Academic Component's responsibility to monitor all courses which do not enforce registration co-requisites to ensure the students are appropriately enrolled in co-requisite courses.

May be repeated for additional credit: This statement does not refer to students repeating a course for improving a grade, but rather to courses that have different content when repeated for additional credit such as special topics or similar types of courses. If "yes" is marked, the course can be taken

more than once for additional credit. This information should be included in the course description, noting the number of times the course may be repeated for additional credit.

Primary /Secondary types of instruction / Contact-hours: Of the nine types listed, only one may be chosen as the primary method of instruction:

Lecture, Seminar, Laboratory, Practicum, Clinical, Private Lesson, Independent Study, Thesis, or Dissertation

If the course includes contact hours for lecture and lab instruction, show the number of hours a week for each type of instruction.

Internet courses should be coded as having the same number of hours as a face-to-face class of the same type.

Semester credit hours: Determining credit hours per course: Be sure that the last digit of the course number matches the number of semester credit hours.

Use the following information to determine SCH:

Lecture/Seminar: 1 contact hour = 1 SCH

Lab:

2-4 contact lab hours = 1 SCH

4-6 contact lab hours = 2 SCH

6-8 contact lab hours = 3 SCH

8-10 contact lab hours = 4 SCH

Examples: If a course notes two (2) lecture hours a week and two (2) lab hours a week, the primary type of instruction is lecture since a lecture generates 2 SCH, while the lab generates only 1 SCH for a total of three hours of instruction.

Other examples from the catalogs:

1 lecture + 2 lab hours = 2 hrs

1 lecture + 3 lab hours = 2 hrs [OT]

2 lecture + 4 lab hours = 3 credit hrs , 6 contact hrs [ART]

1 lecture + 9 practicum hours = 4 credit hrs [NURS]

3 lecture + 3 practicum hours = 4 credit hrs [NURS]

Lecture Classes: Organized classroom presentations of course material. As organized classes, these require minimum student enrollment.

Seminar Classes: Discussion classes requiring extensive student contributions.

Laboratory Classes: Organized laboratory settings including Physical Activity and Clinical Instruction requiring direct faculty supervision of a group of students. As organized classes, these require minimum student enrollment.

Practicum: Indirect Supervision of Student Teachers, Interns, Practica, and Cooperative Education in which the student also has an on-site direct supervisor or preceptor.

Clinical: Clinical experiences in healthcare settings where students learn and apply program theory and management of the work flow. Students must not be paid for the learning experiences.

Independent Study: Either a Professional Paper or Individual Study.

Private Lesson/Instruction: Weekly private music or other private instruction.

Thesis: Direction of research & writing of master's thesis.

Dissertation Direction of research & writing of doctoral dissertation.

Semester Credit Hours: Auto-populates based on the last digit selected for the course number.

Justification for Addition or Change: Justification for new course or reason(s) for modification of existing course:

- Keep justifications brief, but give enough information so that the committee can give due consideration to the proposal/modification. Some justifications include program revision, updating the curriculum, and meeting certification requirements.
- Please specify whether the proposed course has previously been taught as a special topic course.
- If no deactivation(s) is proposed as part of a new course proposal, provide a rationale explaining utilization of faculty resources available.

List course(s) to be deactivated to allow for new courses: Select courses to be deactivated as a new course is activated. To select more than one course to deactivate, click on the green + button to add additional fields. If no deactivation(s) is proposed as part of a new course proposal, provide a rationale explaining utilization of faculty resources available.

Funding level: In most cases, the funding level can be determined by the first digit of the course number: 100 (freshman), 200 (sophomore), 300 (junior), 400 (senior), 500 (masters), 600 (doctoral). However, some graduate course levels differ from the course number. Indicate the graduate academic level of the course: 5 (Master's) or 6 (Doctoral). For master's level courses, the level may be 6 if doctoral students are expected to enroll in the course. The level 6 allows TWU to receive doctoral

funding for a doctoral student in a 5000 course. DPT courses are always level 7 (special professional). **Note:** Courses that are level 3 or 4, and graduate courses should **NOT** be introductory courses, but advanced classes. In addition, the Coordinating Board expects most core courses to be level 1 or 2.

Malpractice Liability Insurance Required: Malpractice Liability Insurance is required for students enrolled in health-related practicum courses or courses requiring clinical experience. Students will automatically be charged a fee for malpractice insurance. Contact the Office of the Senior Associate Provost if you have questions regarding potential need for this insurance at 81-3500 or jmartin@twu.edu.

Bloodborne Pathogen Exposure Insurance Required: Bloodborne Pathogen Exposure Insurance is required for students enrolled in health-related practicum or clinical courses when danger of exposure to bloodborne pathogens is possible. Students will automatically be charged a fee for this additional BBP insurance. Contact the Office of the Senior Associate Provost if you have questions regarding potential need for this insurance at 81-3500 or jmartin@twu.edu.

Lab Fee: Lab courses may require a minimum \$2, but no more than \$30, fee per lab course. The fee may be used only for lab materials and supplies.

CIP Code: The Classification of Instructional Programs (CIP) codes are established by U. S. Dept. of Education to identify specific program content. State funding is based on the CIP code. Refer to the TWU course inventory for a list of CIP codes currently utilized. You can also use the "Find CIP" link to be taken to the national directory. Contact the Office of the Senior Associate Provost if you have questions regarding CIP codes at 81-3500 or jmartin@twu.edu.

Campus(es) where the course will be regularly taught: Indicate the campus/es where the class will be taught regularly: Denton, Dallas, Houston, or Other.

Function of course: Indicate whether the proposed course is intended for majors in the component, as a Service/Elective course of general interest to majors in other components, as a replacement for another course, or for other purposes. **If the course replaces or modifies a service course offered by another department, prior notification of the department providing the service course must be obtained in writing and attached to the end of this proposal.**

Measurable student learning outcomes: Student learning outcomes (SLOs) should be specific to what students will be able to do by the end of the course (course exit competencies). SLOs are to be written using action verbs (Bloom's Taxonomy) that convey the level of knowledge, skills, and dispositions that students will possess upon successful completion of the course. All SLOs are to be measurable as written. For Core courses, SLOs should directly align with the required Core Objectives of the designated Foundational Component Area. Global Perspectives SLOs should directly align with the University-designated standard educational objectives for Global Perspectives. Refer to "Guidelines for Well-written Student Learning Outcomes" and the Academic Assessment website: <http://www.twu.edu/academic-assessment> for resources or contact the Office of Academic Assessment at x81-3029 for assistance.

Course requirements: List the major assignments and activities that are required to complete the course. Click on the green + button to add additional fields for each requirement.

Additional information: Please include any additional comments or information you wish administrators and the Curriculum Committee to consider when reviewing this proposal.