

Curriculum Process System  
Fields and Instructions  
for  
Experimental Course Proposal  
(updated August 2013)

*General Instructions:* This form is to propose an experimental course that may in the future be considered for a major, minor, or elective. An experimental course may be offered experimentally **twice** to assess student interest, demand, course appropriateness, and viability. Experimental courses are temporary and active only for an approved semester. A potential second offering of an experimental course must have similar approval. In other words, an experimental course cannot be "rolled over" to a subsequent semester. The dean of the respective college or school and the vice provost for academic affairs must approve a request. Additionally, the dean of the graduate school must also approve a request for graduate experimental courses prior. This latter approval also applies to 4xx7-5xx7 courses.

After one or two offerings, the faculty of the department should assess the course's viability for permanency. With a positive assessment of the experimental course for future offerings, the department should originate a *New Course Proposal*. Approvals to offer an experimental course more than two times will be granted only under unusual circumstances.

Experimental courses may not be designated General Education proficiency "intensive". An experimental course cross-listed with a course already designated intensive does not, through the cross listing, become intensive.

Form Item	Instructions
College and Department	<p>Be sure your college and department are identified correctly. Click on <i>Change College/Department</i> if not pre-populated or identified correctly, and select your college and department from the drop down menus.</p> <p>If either college or department identifier is incorrect, routing of the proposal is stopped and the proposal becomes invalid. The proposal will have to be re-entered into the CPS.</p>
Rubric	<p>Enter the four-letter rubric of the course for the proposed action, e.g., ACCT, CHEM, ELPA, etc. Rubrics must be approved previously by the Registrar.</p> <p>Please confirm that the selected rubric is on the <a href="#">ETSU course inventory</a> (Banner Screen SCACRSE) prior to submitting the proposal. Instructions for the Banner screen are found on the Registrar's Website.</p>

Form Item	Instructions
Course Number	<p>Enter an appropriate four-digit number that identifies the level of the course and any other information. Dual listed courses end with 7; Honors courses end with 8; and entrepreneurial courses with 56.</p> <p>Note: Learning outcomes for a course, presented on the syllabus, are considered by review committees in relation to the level of the course. Information regarding learning outcomes is presented at the end of this document.</p> <p>Please confirm that the selected number is not already on the <a href="#">ETSU course inventory</a> (Banner Screen SCACRSE) prior to submitting the proposal. Instructions for the Banner screen are found on the Registrar's Website.</p>
Cross-listed Course Subject Prefix	<p>Enter proposed prefix for cross-listing the course. The course numbers are the same. Cross-listed courses must be supported by a very specific rationale, which is included in the <i>Purpose of Experimental Offering</i> text box.</p> <p>Leave blank if not applicable.</p>
Dual-Listed Course Number	<p>Enter proposed dual-listed number. Leave blank if not applicable.</p> <p>Some courses may be approved, for example, for undergraduate-graduate dual enrollment (4xx7/5xx7) or combined graduate levels (5xx7/6xx7).</p>
Course Title	Enter the experimental course title that will appear on GoldLink and on students' transcripts.
Transcript Title	Enter a transcript title that clearly represents the course. Titles are limited to 30 characters including periods, ampersands, slashes, dashes, and spaces. Often the course title is longer, necessitating the use of abbreviations. If abbreviations are used, the information presented should be clear and accurately represent the course.
Purpose of Experimental Offering	Explain why this course is of educational benefit for students and its future potential.

Form Item	Instructions
Credit Hours (fixed and minimum)	<p>Enter the number of credit hours (fixed or minimum) proposed for this course.</p> <p>Most courses are for a "fixed" amount of credit hours, usually three credits. If credit is "fixed," enter the number in this field and chose NA in the next field.</p> <p>Some courses have variable credit hours. For instance, an independent study class may have 1-3 or 3-6 credit hours. Therefore, if the proposed course has variable credit, enter the minimum credit in this field and the maximum in the next field.</p>
Credit Hours (maximum)	<p>Choose NA for courses that do not have variable credit or chose a number for the maximum credit of the course.</p>
Prerequisites	<p>Enter course(s) prefix + number and any worded prerequisites needed for clarification. Only course prerequisites can be built in Banner. Additional worded prerequisites, such as <i>department approval</i> or <i>junior standing</i>, may be added for the printed and online catalogs. These latter prerequisites are not enforceable during registration unless the department limits enrollment to zero and permits each student.</p> <p>A course can not be both a prerequisite and a corequisite.</p> <p>Leave blank if none are required.</p>
Corequisites	<p>Enter course(s) prefix + number and any worded corequisites needed for clarification. Only course corequisites can be built in Banner. Additional worded corequisites, such as <i>department approval</i> or <i>junior standing</i>, may be added for the printed and online catalogs.</p> <p>These latter corequisites are not enforceable during registration unless the department limits enrollment to zero and permits each student.</p> <p>A course can not be both a prerequisite and a corequisite.</p>

Form Item	Instructions
Course Description	<p>Enter a concise course description that will appear on the syllabus for this course. It is recommended that the description start with a verb not "this course . . ."</p> <p>Write description in present, not future tense. Only in rare occasions should course requirements be included in the description.</p>
Grade Type (Letter; Pass/Fail; Satisfactory/ Unsatisfactory/No Credit Lab)	Choose the type of grade for this course on the drop-down menu.
Course proposed for Honors? (Yes/No)	<p>Answer the question by choosing either Yes or No on the drop-down menu.</p> <p>This question does not affect the routing of this proposal. If "Yes", you should refer this proposal to the Honors Advisory Council after it receives final approval.</p>
Projected Enrollment	Enter the number of students you expect to enroll for this experimental course offering.
Course similar to course(s) in other departments?	<p>Answer the question by choosing either Yes or No on the drop-down menu.</p> <p>When proposing an experimental course, it is important to determine if other departments offer a similar course or a course that has the appearance of being similar. Prior to submitting a proposal, contact the department offering the similar course to determine the appropriateness of that course for your program and that department's capacity to provide instruction that could meet your purpose and needs.</p> <p>Documentation that these actions have been completed will simplify the curriculum considerations for the proposed experimental course.</p> <p>Please request a memorandum from chair(s) with similar courses to be forwarded directly to the Vice Provost of Academic Affairs.</p> <p>Give contact information regarding similar courses in the designated text box below.</p>

Form Item	Instructions
	The university curriculum committees require hard copy documentation from chairs of departments who offer similar courses. Please request a memorandum from chair(s) with similar courses to be forwarded directly to those committees.
Primary Instructional Media	<p>Identify the <i>primary</i> instructional media on the drop-down menu.</p> <p>This information is required for Tennessee Board of Regents (TBR) reporting. Please choose the most typical instructional media (delivery) to be used for this course.</p>
Proposed Implementation Term	Indicate the term/year this implementation is proposed to occur so that the course can be entered into the course inventory and, therefore, be available for scheduling.
Semester(s) previously offered experimentally and enrollment	<p>Leave blank if not applicable to this proposal.</p> <p>A second experimental offering should be requested directly to the Vice Provost for Academic Affairs.</p>
Contact information for similar courses	<p>Leave blank if not applicable to this proposal.</p> <p>If Yes was indicated for the <i>Course similar to course(s) in other departments?</i> enter contact information after discussing the proposed course with another department chair: date of contact, department, course, chair's name, and chair's e-mail address. If there is more than one contact, separate by semicolons.</p> <p>Example: January 15, 2013, Department of XX, ABCD 1234, Dr. John Doe, <a href="mailto:doej@etsu.edu">doej@etsu.edu</a>; January 15, 2013, Department of YY, Dr. Jane S. Doe, <a href="mailto:doej@etsu.edu">doej@etsu.edu</a></p> <p>Documentation that these actions have been completed simplifies the curriculum considerations for the proposed new course. The lack of such documentation often leads to deferred action on a new course proposal. The best time to resolve potential conflicts is prior to submission of the proposal.</p>

Form Item	Instructions
Identify the faculty (and graduate faculty status, if appropriate) who have the credentials to teach this course.	For the staffing section, identify all department faculty members who are qualified to teach this course. If this proposal is for a graduate or dual listed course (e.g., 4xx7/5xx7), indicate current graduate faculty status for each faculty member. If a search is being conducted for a qualified faculty member to teach the course, indicate this in the box.

A syllabus must be submitted with this proposal. To attach a syllabus, click the 'View/Edit Syllabus' button (refer to the syllabus instructions). You can not submit the proposal until you have completed the syllabus.

### [Bloom's Revised Taxonomy](#)

Six levels of cognitive complexity. All six may be evident in one course.

Level of course may determine learning outcome expectations

Lower division courses may have more lower-level cognitive expectations

Higher division undergraduate courses should include higher-level cognitive expectations

Graduate courses should include mostly higher-level cognitive expectations

### Learning Outcome Examples

Avoid using understanding or know as a verb. Action verb statements can be measured.

Learning Outcome Category	Action Verb Examples
Remembering (recall and remember)	define, list, memorize, recall, recognize, repeat
Understanding (explain ideas or concepts)	classify, describe, discuss, explain, identify, infer, locate, recognize, report, select, summarize, translate, paraphrase
Applying (use the information)	choose, demonstrate, dramatize, employ, execute, illustrate, implement, interpret, operate, schedule, sketch, solve, use, write
Analyzing (distinguish between different parts)	appraise, compare, contrast, criticize, critique, differentiate, discriminate, distinguish, examine, experiment, judge, question, test
Evaluating (justify a stand or decision)	appraise, argue, defend, judge, select, support, value, evaluate
Creating (create new product or point of view)	assemble, construct, create, design, develop, formulate, reorganizing elements, write