

Bidisciplinary Course Proposals

INSTRUCTIONS AND PROCEDURES FOR NEW BIDISCIPLINARY COURSE PROPOSALS

Please contact the Registrar's Office for the deadline for submission.

Below are instructions and procedures regarding the process for getting new Bidisciplinary courses approved. Please read this information thoroughly before filling out the form.

I. Guidelines

- A. Faculty should consult with their departmental or program chairs **and** the Chair of the Bidisciplinary Program (the Associate Dean of Faculty) in the preparation of this proposal. All proposals must be completed electronically.
- B. Normally, only faculty members in tenure-track or ongoing lines should propose a Bidisciplinary course.
- C. Proposers should contact the Registrar's Office for guidance regarding a specific course number. In general, 100 level is appropriate for first-years and sophomores, 200 for sophomores and juniors, 300 for juniors and seniors, and 400 for advanced work (such as seminars and capstone experiences).

II. The Committee on Academic Affairs (CoAA) will only consider proposals submitted on the appropriate course proposal forms.

- A. Complete Sections A through E. Section F will be completed by the CoAA after action is taken on the proposal. All proposals must be completed electronically.

BE SURE ALL APPROPRIATE SIGNATURES APPEAR ON THE FORM before submission (emailed **approvals** are acceptable, if sent to Bill Ellison at ellison@hws.edu, at the time of submission). All proposals must be completed electronically. **Please use ELECTRONIC signatures required for COAA approval.** Email approval or PDF scan of signature. (Note: Five signatures are required: the two instructors, their two respective chairs, and the Chair of the Bidisciplinary Program.)

- B. After the Registrar has determined that all necessary information and signatures are included and the form is complete, the proposal is presented to CoAA for review.

III. Administrative procedures following CoAA action.

- A. CoAA reviews the proposal and either approves or rejects the proposal. Rejected proposals will be returned to the proposing faculty member to address any questions for possible resubmission.
- B. After the course is approved, the Registrar's Office will notify the proposing faculty member and enter the course into the PeopleSoft Student Information System/Student and Faculty and Self Services and the online Catalogue.

NEW COURSE PROPOSAL FOR THE BIDISCIPLINARY PROGRAM

*Please use **ELECTRONIC** signatures required for COAA approval. Email approval or PDF scan of signature. (Note: Five signatures are required: the two instructors, their two respective chairs, and the Chair of the Bidisciplinary Program.)*

Note for Off-Campus Courses: Please use the form "New Course Proposal for Off-Campus Programs"

A. Bidisciplinary Course Information

Name of Instructor (1) _____ Department/Program (1) _____

Name of Instructor (2) _____ Department/Program (2) _____

Course Level: ___ 100-level ___ 200-level ___ 300-level

Course Number: _____ (to be completed by the Registrar's office)

Course Title _____

Short Title (for registration booklet; 30 characters or less) _____

Status of course: ___ a new course to be entered in the catalogue.
 ___ a new course description for an existing course.
 ___ a new course number for an existing course (old course number is _____).

Term to be first offered: ___ Fall ___ Spring ___ Maymester ___ Summer Session _____ Year

Expected frequency: ___ Annually ___ Alternate Years ___ One-time only

How many days per week are you planning to teach this course? ___ 3 days ___ 2 days ___ 1 day
(Final scheduling is pending the approval of the Registrar.)

Format of class: ___ lecture ___ lecture/discussion ___ discussion ___ seminar¹

Does this class have a laboratory? ___ Yes ___ No

If less than 165 contact minutes per week in regular class format, please justify:

Maximum class size: _____ Credit: ___ 1 credit ___ 0.5 credit
(Class size cannot be lower than 30)

Repeatable for credit towards the degree? ___ Yes ___ No

Courses may be designated "repeatable" if they are fundamentally creative and/or experiential in nature, such that student performance is cumulative or held to a progressively higher standard of expectation across successive registrations

¹ Indicate seminar time here only if you are requesting one of the five seminar time slots. See Academic Day Schedule published on the Registrar's webpage.

and/or the content of student experience is substantially different with each offering. Each registration carries full credit and is calculated independently in a student's GPA.

B. Bidisciplinary Course Learning Objectives

1. What are the aims and student learning objectives/goals for the course (skills-based and content-based)?
2. What kind of evidence will show that students have achieved the learning objectives/goals for the course? Please elaborate.
3. What key questions will be addressed in the course?

C. The Colleges' Aspirational Goals

1. Which aspirational goal(s), if any, does this course address, either partially (P) or substantially (S)? To review the aspirational goals, see http://www.hws.edu/academics/curr_goals.aspx. To assess whether this course partially or substantially addresses an aspirational goal and how many goals the course may address, please follow CoAA's recommended guidelines (see Aspirational Goals_CoAA guidelines).

Provide a check below to indicate the goals addressed by this course. (see recommendations below):

- P S The ability to reason quantitatively
- P S An experiential understanding of scientific inquiry
- P S A critical and experiential understanding of artistic process
- P S A critical understanding of social inequalities
- P S A critical understanding of cultural difference
- P S An intellectual foundation for ethical judgment as a basis for socially responsible action

2. Please provide a short justification for each of these goal designations.

3. CoAA recommendations:

- (1) no course be listed as substantially addressing more than two goals; courses that substantially address one goal may substantially address one more goal or partially address one or two more goals.
- (2) no course be listed as partially addressing more than three goals; courses that partially address multiple goals would not likely address more than three goals using the guidelines above.

If you believe this course is an exception to these general guidelines, please provide a justification for CoAA to consider. However, exceptions will be rare.

4. How will these goals be assessed in this course? **Please note that the course syllabus should reflect both content of the goal covered in the course and any assessment of those goals.**

D. Additional Course Information. *Please respond with N/A as an answer for any questions which do not apply to this course.*

1. Will there be any outside of class activities that students will be required to attend? If yes, explain the nature and frequency of these requirements, and what alternatives will be provided to students who cannot attend.

2. Are there any recommended or extra-credit activities anticipated for this course? If yes, explain the frequency and whether or not students will be penalized for not participating.

3. If this course has a service-learning or civic engagement component, please describe what evidence will demonstrate that this service is a learning experience for the students.

4. If this course is offered, what will not be offered, or offered less frequently? How is this reduction justified? Please explain how offering this course may impact both your departmental/program curriculum as well as the general curriculum.

5. If this course must be taught on a regular basis, are there other departmental or program members who can offer it?

6. If needed support, materials, or technology resources (people support, hardware, software) for this course cannot be funded out of the regular department or program budget, how will they be funded? Please provide documentation that funding has been secured.

If needed, please describe technology resources here. COAA to inform IT Services if this section is completed. Note that COAA's approval of a course does not guarantee the resources any faculty member by need, desire, or request for that course.

7. Are there other courses that appear in the College's Catalogue that would overlap substantially with this course? If so, which ones? If there are others, please justify offering this course.

E. Please use ELECTRONIC signatures required for COAA approval. Email approval or PDF scan of signature. (Note: Five signatures are required: the two instructors, their two respective chairs, and the Chair of the Bidisciplinary Program.)

Print Name of Department/Program (1) _____

Print Name of Department/Program Chair (1) _____

Department/Program Chair Signature (1) _____

Date

Instructor Signature (1) _____

Date

Print Name of Department/Program (2) _____

Print Name of Department/Program Chair (2) _____

Department/Program Chair Signature (2) _____

Date

Instructor Signature (2) _____

Date

Print Name of Bidisciplinary Chair
Associate Dean of Faculty _____

**Bidisciplinary Chair/
Associate Dean of Faculty Signature** _____

Date

Note: The Dept. Chair's or Program Coordinator's signature indicates that the proposing faculty and chair/coordinator have discussed the resources necessary to teach the course, and the chair/coordinator is affirming that any required resources for the course will be covered by departmental/program budgets. If further resources are needed, see Part D.6 above.

Cross-listed courses: Complete this section if applicable. Approval signatures required for cross-listing with the department(s)/program(s). Please use ELECTRONIC signatures required for COAA approval. Email approval or PDF scan of signature.

Name of cross-listed Department/Program Signature of Department/Program Chair, Date

On the first line, indicate the name of the cross-listed department and provide the signature of the chair. On the extra line, indicate which requirements in the major or minor would be addressed by this course.

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

F. Action of the Committee on Academic Affairs

Approved _____

Did not approve _____

Revise and resubmit _____

Signature of Chair, COAA

Date