NEW COURSE PROPOSAL FORM

****Download blank form, complete digitally, save copy, and submit to Registrar's Office via SAIC email****

Section 1: Identifying Information

Department: Instructor:

Official Course Title (appears in course catalogue):

Abbreviated Course Title (must limit to 30 characters):   **Proposed Course Number** (if any):

Will this course normally be delivered in-person or online?   ☐ In-Person   ☐ Online

Section 2: Scheduling

1. **How many credits are offered for this class?** Consult the Course Numbering and Semester Hours guide on the Registration and Records web page if needed.

☐ 1.5 credits   ☐ 3 credits   ☐ 6 credits   ☐ 9 credits   ☐ Other _____

2. **What level is this class?**

☐ 1000   ☐ 2000   ☐ 3000   ☐ 4000   ☐ 5000 (Grad Only)   ☐ 6000 (Grad Only)

3. **What type of credit will be issued?**

☐ Studio   ☐ Art History   ☐ Liberal Arts *

* 3.1) If proposing Liberal Arts, please indicate the area:

☐ English   ☐ Humanity   ☐ Natural Science   ☐ Social Science   ☐ Foreign Language

4. **What type of class is this?** Check One:

☐ Studio   ☐ Seminar   ☐ Lecture   ☐ Studio Symposia   ☐ Technical Lab   ☐ Other _____

5. **Standard Cap size?** Please consult the table at the bottom of Page 4 of this form for standard capacities by class type. If you mark "Yes," your course will be capped at the level that is standard for that type of course.   ☐ Yes ☐ No*

*5.1) Non-standard Cap Size and Rationale   Requested Cap Size: _____   Please explain below. Any cap set below the standard for that type of course must be based on unique curricular factors or space constraints.

Cap Size Rationale:

6. **Is this class part of the Academic Spine?***

☐ No   ☐ Yes SOPHSEM 2900   ☐ Yes PROFPRAC 3900   ☐ Yes CAPSTONE 4900

* All Academic Spine courses must be approved by the Department and the Undergraduate Division. All new spine faculty require a 90-minute faculty orientation and training session.

7. **Which year and semester will this class be offered?** For summer classes, please indicate which session.

Year   ☐ Fall   ☐ Winter   ☐ Spring   ☐ Summer (3W1, 3W2, 3W3, 3W4, 6W1, 6W2): _____

8. **Is this a *completely* new course or an adaptation of an existing course?** If an *Adaptation*, please explain in 2-3 sentences.   ☐ New Course   ☐ Adaptation*

*8.1) For Adaptation proposals, are you proposing a Catalog Number/Level Change? If "Yes," please provide detail and rationale below.   ☐ Yes ☐ No

9. Do you want this course considered for off-campus credit? ☐ Yes ☐ No* If yes, please explain in 2-3 sentences. Note: a course must meet in an off-campus location a minimum of 7 times in order to qualify for off-campus credit.

10. **a) Are there prerequisites?** ☐ Yes ☐ No
If yes, list by department and course number.

b) Are there co-requisites? ☐ Yes ☐ No
If yes, list by department and course number.

c) Should this class be cross-listed? ☐ Yes ☐ No
If yes, please explain pedagogical reasons. Note that cross-listed courses *must be credit-bearing*.

Section 3: Curriculum

Questions 11 - 13 should be answered in complete, prose sentences. Answers to these questions (Overview/Background; Artists/Works/Screenings/ Readings; Assignments/Projects) will be compiled (in order and as written) and the resulting compilation will be entered into PeopleSoft as the "Course Description" for the proposed course. These are general questions which should be considered/adapted to the specific context of the course you are proposing.

Course Descriptions should provide students with *a succinct overview of the experience of taking a particular course*. Faculty should use qualified language to generally describe their course content (basic examples are provided in quoted italics). Faculty should not provide detailed descriptions of assignments or schedule information. Click the following link for a sample of effective course descriptions gathered from various disciplines.

11.Overview/Background Information (~75-100 words) Provide 2-3 sentences of relevant overview/background information that introduces students to the course topic.

"In her work, the artist...explores themes of..." Or: "What are the concerns that drive one's creative practice?..." Or: "In this course we will focus on utilizing...developing skills which..."

12.Artists/Works/Screening/Reading/Content Area Examples (~75-100 words) Provide 2-3 sentences which gives examples of artists, texts, media, or content areas the course will explore or address.

"Readings and screenings will vary but typically include A, B, C, and a selection of D..." Or: "The works of Artists A, B, and C will act as a primary point of departure for our work in this course..." Or: "Some of the scholars/artists we will study in this course include..."

13.Assignments/Projects(~25 words) Provide a sentence indicating generally what types of assignments or work students can expect to complete in this class **and** what types of final/culminating projects students should expect.

"Course work will vary but typically includes weekly reading responses, a mid-term, and a group final project..." Or: "Students should expect to produce a body of work consisting of 3-5 finished pieces during the semester, to be presented in a culminating course critique..."

14.Does this course address issues of cultural competency for a diverse student body? If so, how? (This question is optional and will not be included in the course description.)

15. Does the course address one or more of SAIC's interdisciplinary areas of study? Please check a maximum of 3 areas:

'Areas of Study' refer to a group of courses which address a theme that is covered in courses spanning multiple academic departments. In addition to searching for classes by department, students also have the option to search for classes which address these identified Areas of Study.

☐ Animation
☐ Art and Science
☐ Art/Design & Politics
☐ Books and Publishing
☐ Comics and Graphic Novels
☐ Costume Design

☐ Digital Communication
☐ Digital Imaging
☐ Economic Inequality and Class
☐ Exhibition and Curatorial Studies
☐ Furniture Design
☐ Game Design

☐ Gender & Sexuality
☐ Graphic Design
☐ Illustration
☐ Museum Studies
☐ Playwriting/Screenwriting
☐ Product Design

☐ Public Space, Site, Landscape
☐ Race & Ethnicity
☐ Community and Social Engagement
☐ Social Media and the Web
☐ Sustainable Design

Section 4: Incremental Expenses

16. Are there any incremental (non-standard) expenses associated with offering this course?   ☐ Yes/☐ No

'Incremental expenses' refers to any costs that the department offering the course cannot support from its own existing operating budget. Examples of non-standard expenses may include: facilities rental; costs associated with travel to off-campus facilities; honoraria for an additional instructor (who is not an SAIC faculty member); equipment purchases; etc. **Note:** If there are incremental expenses associated with a new course, these will need to be considered during the annual budget approval process.

*16.1) **If there are non-standard expenses, please describe below.** If more space is needed, submit information in email body with New Course Proposal form attached.

Section 5: Technology Resources

17. Do you anticipate technology needs beyond <u>the standard classroom technology resources</u>, or those available through your department?   ☐ Yes* ☐ No

*If yes, please describe in 2-3 sentences using the space provided below.

18a. Would you like a consultation with a Computer Resources and Information Technology (CRIT) staff member regarding digital technology or software needs associated with this course?   ☐ Yes ☐ No

18b. Would you like a consultation with a Media Center staff member regarding your circulating technology needs for this course?   ☐ Yes ☐ No

Section 6: Off-Campus Activities

19. Will this course require any off-campus travel?   ☐ No   ☐ Overnight trip*   ☐ Day-trip in Chicago   ☐ Day-trip outside of Chicago

*19.1) If this is an "Overnight trip" **please describe all off-campus activities** *in a separate email/document.* Please list destinations, dates, and attach a sample itinerary.

20. Will all or part of this class be scheduled at facilities which are not a part of SAIC's campus?   ☐ Yes/☐ No

*20.1) If yes, please describe the site where classes will be held, the amount of sessions to be held off campus, and the pedagogical benefits conveyed by meeting off campus in this location. **Note:** This question addresses courses which r*egularly meet off campus to directly engage in course work/making activities,* as opposed to simply visiting an off-campus location to watch/tour/observe.

Any proposed course which will take place at off-campus facilities must coordinate with the Department of Instructional Resources and Facilities Management (IRFM) to arrange for an Off Campus Site Review (OCSR).

The New Course Proposal Committee will evaluate the pedagogical aspects of a proposed course, and forward approved courses with an off-campus component to IRFM staff to initiate the OCSR process. **Note:** *Students will not be permitted to register for an offsite course which does not complete an OCSR prior to the start of the semester the course is scheduled to run.* Please contact the IRFM Associate Director of Environmental Health and Safety at 312.499.4924 if you have questions about the procedures for ensuring offsite facilities are approved for student participation.

Section 7: Department Chair/Director Comment and Approval

Department Chairs/Directors (as appropriate to the department which will host the proposed course) should review all submitted proposals and request further discussion/clarification with submitting faculty as appropriate. Chairs may use the space below to provide any other information or details they feel are important for the New Course Proposal Committee to consider. If you have no additional information to provide, please leave blank.

X _____

Chair/Director Signature (If completing digitally, by entering your name here *and* sending from your SAIC email address, you affix your signature)   **Date**

_____

Print Name (Leave blank if completing digitally)

PRIORITY SUBMISSION DEADLINE FOR 2021-2022 PROPOSALS: **NOVEMBER 1, 2020**

Submitted proposals are regularly reviewed by the New Course Proposal Committee, which may offer feedback or request clarification on aspects of a proposal before making a determination. A committee member will reach out to the faculty member and Chair if there are questions or requested changes prior to approval.

Standard Course Capacity (Cap) Sizes

Course Type	Standard Cap Size
Studio ('Making' and Seminar)	15-16
Studio (Team-Taught)	18-25
First-Year Seminar, Language	15
Social Science, Humanities	22
Natural Science	17
Survey-level Art History	50-100
Art History Lecture	27

Course capacity levels are set automatically following departmental and school-wide standards, unless a proposal specifies unique curricular or spatial needs which require a different capacity level. Such proposals must include the requested rationale information, which will be considered by the New Course Proposal Committee. Please consult with your department Chair and/or the Dean's Office if you have questions about course cap levels and setting the appropriate size for your proposed course.

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