**GUIDELINES FOR PROPOSALS**

**FOR ADAPTING A COURSE FOR ALTERNATIVE MODE OF DELIVERY**

**1. Please submit 2 double-sided paper copies and an electronic copy to** **Records****.**

**2. The Curriculum Committee will assume that the proposing Department or Program has resolved issues of staffing, and the adequacy of library, laboratory or technology resources, etc.**

**3. The proposal should include the following information.**

**A. Attach a course syllabus. The syllabus should include:**

1. all expected student-learning outcomes at the institution (ISLO), program (PSLO), and/or course (CSLO) level
2. structure of course (e.g., online, hybrid, synchronous, asynchronous)
3. types of assignments
4. grading policy, attendance policy, make-up policy
5. texts and/or reading materials
6. any expected additional cost to the student for required instructional materials
7. schedule and/or breakdown of topics and assignments so the committee can see how the course fulfills its goals
8. **B. Describe how one Aligned Assignment in the course aligns with one of the institutional-level outcomes identified on the cover page or a program-level outcome.** The eight institution level outcomes can be found on the Curriculum Committee web page at the “Institutional Student Learning Outcomes” link. If you are describing program level outcomes, please Clearly identify/describe the outcome you are assessing.

**4. After the proposal is approved, the Curriculum Committee will submit the catalog changes.**

 **(Revised 9/25/19)**

**COVER PAGE**

**PROPOSAL FOR ADAPTING A COURSE**

**TO ALTERNATIVE MODE OF DELIVERY**

1. **1. Name of Proposer:**       **Date:**

**Email address:**       **Campus phone ext.:**

**Name of Department, or academic program of proposer:**

1. **2. Course Number (Department and Number):**

**Name of Course:**

**3. This course will include assigned work aligned with the following institution-level or program-level student learning outcomes (please indicate the level of work for each designation: i.e. I = introductory, P = practice, M = mastery):**

     **Artistic Literacy**      **Critical Thinking**      **Communication**

     **Ethical & Responsible Citizenship**      **Integrative Learning**      **Inquiry**

     **Quantitative Reasoning**      **Knowledge of Diversity**

     **Program-level Outcomes (specified in syllabus)**

**4. A. For Summer Courses: Duration will be (check one)**

**[ ] Six weeks** **[ ] Eight Weeks** **[ ]  Twelve weeks**

**4. B. For Internships or Experiential Education Courses, provide timeframe for course:**

**5. Describe the Mode(s) of Delivery that will be used (e.g. online, hybrid, etc.). Include specific information about the nature and quantity of teacher-student interactions.**

**6. What method will be used to ensure that the registered student will be the one taking quizzes and examinations?**

**7. Describe how the existing course will be delivered equivalently in the alternative mode.** For example, any notable differences in timeline; content; assignments; examinations; experiential education that is different from the classroom version of this course (if it is taught as such).

**Signature of Department or Program Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Chair’s signature indicates that all members of the department.**