














Completing a New Course Proposal

If you are unsure if you should submit a New Course Proposal or Course Revision Proposal, contact crc@ccri.edu.

1	Proposal Type	Select... 				
2	Developed by	<table border="1"><tr><td>Developed by</td><td></td></tr><tr><td><input type="text"/></td><td></td></tr></table>	Developed by		<input type="text"/>	
Developed by						
<input type="text"/>						
3	Subject Code	Select... 				
4	Course Number	<input type="text"/>				
5	Department	Select Department... 				
6	Division	Select Division... 				
7	College	Select College... 				
8	CIP Code 	<input type="text"/> Find...				
9	Short Title	<input type="text"/> 30 characters remaining				
10	Course Title	<input type="text"/> 100 characters remaining				
11	Developmental?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
12	Course level	Select... 				
13	Is there a preferred course sequence?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

- Proposal Type** – select Experimental Course or Permanent Course from the dropdown menu.
 - Note: if choosing “Experimental Course,” this course can run for a maximum of 2 semesters.
- Developed by** – type in the name of the faculty member(s) of whom developed the proposal in the textbox.
 - Note: you may click on the green plus button to the right of this field to add more names.
- Subject Code** – select from the dropdown list the subject code for the course.
 - Note: if you would like to propose a new subject code, please submit a request here: <https://class.ccri.edu/miscadmin>; however, this should be done in collaboration with the Records Office.
- Course Number** – type in a proposed four-digit course number in the textbox. It is the Records Office policy to not reuse a course number; therefore, it will not let you input a course number that is in use.
 - Note: after selecting the subject code, a button titled “Course Numbers In Use” will appear to the right of the Course Number textbox to aid in choosing a course number.
- Department** – this will prepopulate based on the subject code chosen.
- Division** – this will prepopulate based on the subject code and department chosen.
- College** – this will prepopulate based on the subject code, department, and division chosen.
- CIP Code** – select the CIP Code most appropriate for the course by clicking on “Find...” underneath the textbox.
 - Note: ensure there is no period after the second digit, as Banner will not recognize this.
- Short Title** – type in the short course title of the full course title requested below. This is for reporting and Banner purposes. The short title is limited to 35 characters, so if the full title is 35 characters or less, it can be the same title as the full title.
- Course Title** – type in the full course title that you would like to appear in the catalog.

11. **Developmental?** – select whether the course is developmental (i.e., non-credit). The default will be “no.” If “yes” is selected, #12 will be hidden, meaning you will not be able to choose a course level.
12. **Course level** – select 1000- or 2000-level from the dropdown menu. This is used to distinguish the course numbering (e.g., a 1000-level will have a course number beginning with 1).
13. **Is there a preferred course sequence?** – type here if there is a preferred course sequence (e.g., whether this course should be before or after another course, or in a particular semester of a program). This sequence does not need to include required pre- or co-requisite courses.

Calculations Based on 15 Week Semester

Distribution of Credits

1 Credits from Lecture

2 Credits from Laboratory 1 Credit is awarded for (hours of Laboratory) 3

4 Other Credits 1 Credit is awarded for (hours of Clinical, Practicum, Studio, etc.) 5

6 Total Credits

7 Billing Hours

Hours as Entered into CCRI Catalog

8 Lecture Hours Laboratory Hours Other Hours

9 10

11 Total Time

Actual Meeting Time in Hours and Minutes per Week

12 Lecture (hh:mm) Laboratory (hh:mm) 13 Other (hh:mm) 14

15 Total Meeting Time

16 Is the total meeting time mandated by an accrediting agency?
 Yes No

17 Specify Agency

1. **Credits from Lecture** – type number of lecture credits here. This should be a whole number.
2. **Credits from Laboratory** – type number of laboratory credits here. This should be a whole number.
3. **1 Credit is awarded for (hours of Laboratory)** – type here the number of hours of laboratory per 1 credit awarded. This should be a whole number. 1 credit is awarded for no less than 2 or no more than 3 hours of laboratory.
4. **Other Credits** – type number of other credits here. This should be a whole number.
5. **1 Credit is awarded for (hours of Clinical, Practicum, Studio etc.)** – type here the number of hours of clinical, practicum, studio, etc. per 1 credit awarded. This should be a whole number. 1 credit is awarded for no less than 2 or no more than 3 hours of clinical, practicum, studio, etc.
6. **Total Credits** – type here the total number of credits. Total credits = Credits from lecture + Credits from Laboratory + Other Credits.
7. **Billing Hours** – type here the total number of billing hours. Billing Hours usually equal Total Credits. Should you have questions when filling out the Billing Hours, please contact the Director of Records.
8. **Lecture Hours** – type here Lecture Hours as entered in the CCRI Catalog, which is equal to Credits from Lecture.
9. **Laboratory Hours** – type here Laboratory Hours as entered in the CCRI Catalog, which is equal to Credits from Laboratory multiplied by 2 or 3, depending on how many hours 1 credit of laboratory is awarded. (E.g., A 2-credit laboratory x 2 hours awarded per credit = 4 total laboratory hours.)

10. **Other Hours** – type here Other Hours as entered in the CCRI Catalog, which is equal to Other Credits multiplied by 2 or 3, depending on how many hours 1 credit of clinical, studio, etc. is awarded. (E.g., A 3-credit studio x 2 hours awarded per credit = 6 total studio hours.)
11. **Total Time** – type here the Total Time as entered in the CCRI Catalog. Total Time = Lecture Hours + Laboratory Hours + Other Hours.
12. **Lecture (hh:mm)** – type here the Actual Lecture Meeting Time for the course in hh:mm format. Actual Lecture Meeting Time is computed using the following formula: (# of lecture credits x 50 minutes)/60 minutes (E.g., A 3-credit lecture = (3 lecture credits x 50 minutes)/60 minutes = 2.5 hours, or 02:30.)
13. **Laboratory (hh:mm)** – type here the Actual Laboratory Meeting Time for the course in hh:mm format. Actual Laboratory Meeting Time equals Laboratory Hours as entered into the CCRI Catalog. (E.g., a 1-credit, 2-hour laboratory = 2 total hours, or 02:00.)
14. **Other (hh:mm)** – type here the Actual Other Meeting Time for the course in hh:mm format. Actual Other Meeting Time equals Other Hours as entered into the CCRI Catalog. (E.g., a 1-credit, 3-hour practicum = 3 total hours, or 03:00.)
15. **Total Meeting Time** – type here the Total Meeting Time for the course in hh:mm format. Total Meeting Time = Lecture (hh:mm) + Laboratory (hh:mm) + Other (hh:mm).
16. **Is the total meeting time mandated by an accrediting agency?** – indicate here whether the total meeting time is mandated by an accrediting agency.
17. **Specify agency** – type here the name of the agency that mandates the total meeting time indicated above.
 - a. Note: this will only appear if you select yes for #16.

1

Rationale

2

Catalog Description

1. **Rationale** – type the rationale for proposing this course here. Reasons for a new course proposal could include but are not limited to: a course is needed for a program; it reflects assessment results that show students need more reinforcement of a topic; a transfer partner has requested CCRI create the course; the field has advanced and a new topic is required for study; accreditor requests, etc.
 - a. Note: if this course does not transfer to another institution, please explain why this course is needed.
2. **Catalog Description** – type the Catalog Description as you would like it to appear in the CCRI Catalog. Please refer to the Writing Course Descriptions webpage for help in writing your course description.
 - a. Note: please do not enter any prerequisites or lecture, lab, or other hours in the description. These will all be integrated into the catalog using other fields from this form.

1 Co-requisite

Code	Title

2 Addition or Change to Required Pre- or Co-requisites:

3 Pre- or Co-Requisites to be Removed:

4 Prerequisite

And/Or	(Course/Test Code	Min Grade/Score	Academic Level)	Concurrency?
	▼			▼	▼	▼

1. **Co-requisite** – do not input any information here. Please leave blank.
2. **Addition or Change to Required Pre- or Co-requisites** – if any pre- or co-requisites exist for this course, they are listed in the table below from Banner. Please use this text field to clearly state any additions or courses to remove that should be applied to the prerequisites or corequisites to this course. If a prerequisite requires a certain grade, please list the grade as well.
3. **Pre- or Co-Requisites to be Removed** – type here any existing pre- or co-requisites that you would like removed from this course.
 - a. Note: for a new course proposal, it would be unlikely this field would be completed as there would be no existing requisite courses.
4. **Prerequisite** – do not input any information here. Please leave blank.

1 Is this course currently approved as a Work-Based Learning course or would you like this course evaluated for Work-Based Learning approval?
 Yes No

2 Is this course currently approved as a General Education course or would you like this course evaluated for General Education approval?
 Yes No

3 Intended Transferability: transfer to following Institutions
 RIC URI Other

4 Specify Other

5 Transferability documentation
 Uploaded Files:
Files To Be Uploaded:

6 Transferability Rationale

7 RIC/URI/Other Course Title and Number

	RIC Course	URI Course	Other Course	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="x"/>

8 Transfer as GenEd
 URI General Education Transfer
 RIC General Education Transfer
 URI/RIC Gen.Ed.Transfer

9 Other Attributes
 FINE - Fine Arts
 HUMX - Non Gen Ed Humanities
 LABS - Lab Science Requirement
 LANG - Foreign Language Requirement
 LITR - Literature Requirement
 MSCX - Non Gen Ed Math/Science
 PROG - Computer Programming Rqmt
 SSCX - Non Gen Ed Social Sciences

10 Is course enrollment restricted to any groups of students?

11 Restrictions package
Other:

1. **Is this course currently approved as a Work-Based Learning course or would you like this course evaluated for Work-Based Learning approval?** – select yes or no to indicate whether the course is or you would like it to be a Work-Based Learning course.
 - a. Refer to the Work-Based Learning instructions for support in completing the Work-Based Learning portion of the CIM form.

2. **Is this course currently approved as a General Education course or would you like this course evaluated for General Education approval?** – select yes or no to indicate whether the course is or you would like it to be a General Education course.
 - a. Refer to the [General Education instructions](#) for support in completing the General Education portion of the CIM form.
3. **Intended Transferability: transfer to following institutions** – select RIC, URI, and/or Other to indicate to which institution the course will transfer. This transferability should be confirmed prior to submitting the proposal.
4. **Specify Other** – type the other institution to which the course transfers in the textbox.
 - a. Note: this will only appear if you select Other for #3.
5. **Transferability documentation** – click the green Attach File button to attach documentation confirming the transferability to RIC, URI, and/or another institution.
 - a. Note: this will only appear if you select RIC, URI, and/or Other for #3.
6. **Transferability Rationale** – type here a summary of the transferability documentation you have attached, along with how the course transfers to each institution.
7. **RIC/URI/Other Course Title and Number** – type the RIC, URI, and/or Other equivalent course in the table. Click the round green plus button to the right of this field to add more lines, as needed.
8. **Transfer as GenEd** – select whether the course transfers *as a general education course* to URI, RIC, or both, if applicable.
9. **Other Attributes** – select whether the course is considered a Fine Arts, Lab Science, Foreign Language, Literature, or Programming Requirement, if applicable. If you are unsure, please contact the Records Office.
10. **Is course enrollment restricted to any groups of students?** –type any restrictions you would like to add or remove in the textbox. If any enrollment restrictions exist, they will be listed in the table below.
11. **Restrictions Package** - do not input any information here. This is for Records Office purposes. Please leave blank.

Student Learning Outcomes

As a result of this course, a student will be able to:	Level of mastery

Student Learning Outcomes

2 As a result of this course, a student will be able to:

3 Techniques/Methods used to achieve outcome

4 Type(s) of Assessment used to determine degree to which outcome is achieved

5 Level of mastery

6

1. **Student Learning Outcomes** – click the green plus button to add a student learning outcome (SLO). This will prompt the second screenshot to appear on your screen.
2. **As a result of this course, a student will be able to** – type the SLO in this textbox, beginning with the number of the SLO. This should complete the sentence “as a result of this course, a student will be able to...”
3. **Techniques/Methods used to achieve outcome** – type the technique(s) and method(s) that will be used to support student learning (e.g., readings, lecture, discussion, small group work, etc.) in this textbox.
4. **Type(s) of Assessment used to determine degree to which outcome is achieved** – type the range of assessment(s) (e.g., objective, subjective) that will be used to evaluate student success (e.g., quizzes, tests, homework, etc.). Be as specific as possible.
5. **Level of mastery** – select the degree to which the course supports mastery of the SLO from the dropdown (e.g., introduces the concept, reinforces the concept, or emphasizes the concept).
6. **Save/Cancel** – click the green save button to save the SLO and close out of this screen or click the red cancel button to close out of this screen without saving.
 - a. Note: if you are not finished but are somewhat complete, you may save your progress and go back to edit the SLO later.

I CCRI Definition of an Educated Person: Four Abilities

The faculty and staff of the Community College of Rhode Island have established four critical abilities that define the learning outcomes of a CCRI graduate. These four abilities can be applied in many contexts and are critical skills that must be developed not only at CCRI, but over the course of a lifetime. These core abilities guide students, faculty and staff in establishing educational goals and assessing learning within and across the primary domains of knowledge: arts and humanities, science and mathematics, and the social sciences. Effective fall 2018.

- Effective Communication
 - Create written work that develops and expresses ideas and that addresses a given context and target audience.
 - Communicate effectively via oral presentations, performances, participation in group work, and visual presentations.
- Critical Thinking
 - Identify, analyze, and apply evidence and ideas, question assumptions, and draw logical conclusions.
 - Develop information literacy by locating, evaluating, synthesizing, and using information to accomplish a specific purpose.
- Quantitative, Mathematical and Scientific Reasoning
 - Demonstrate an understanding of and apply scientific principles, theories, and methods.
 - Apply quantitative principles to solve problems and support arguments with quantitative evidence in a variety of formats (e.g. words, tables, graphs, equations, etc.)
- Awareness of Oneself and the World
 - Demonstrate an understanding of global, cultural and historical perspectives.
 - Function effectively in social and professional environments and make reasoned decisions based on ethical standards, self-awareness, and personal responsibility.

- I. **CCRI Definition of an Educated Person: Four Abilities** – select at least two of the subcategories that align with your course and are relevant to the course’s SLOs. These subcategories should be able to be assessed through the course’s SLOs.
 - a. Note: this section will look slightly different, requiring more information if it is a general education course. Please refer to the [General Education instructions](#) for support in completing.

Financial Planning

1 Necessitate Yes No
purchasing of new
capital
equipment?

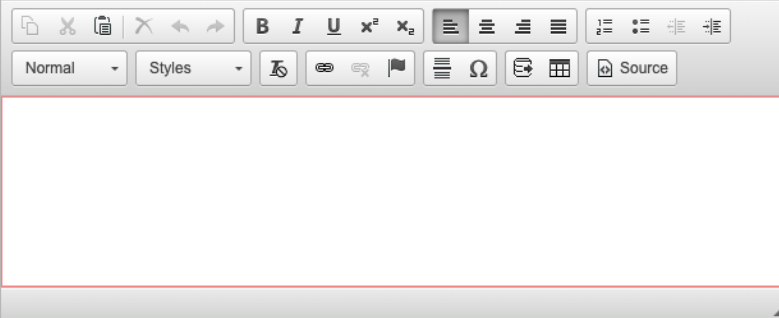
2 Source of funding for purchase

3 Amount and type of additional operating funds required to support this course, including any software

4 Students required Yes No
to use a lab as
part of course?

5 Lab Characteristics and Lab Preference

6 Lab Fee Yes No
Required?

7 Explain reasons for requesting Lab fee, List specific items requiring replacement each semester/year.


1. **Necessitate purchasing of new capital equipment?** – select yes or no to indicate whether the course requires the purchasing of new capital equipment.
 - a. Note: this will be defaulted to “no.” “Yes” was selected for purposes of these instructions.
2. **Source of funding for purchase** – type the source(s) of funding for purchase in the textbox.
 - a. Note: this will only appear if you select yes for #1.
3. **Amount and type of additional operating funds required to support this course, including any software** – type the amount and type(s) of additional operating funds required to support the course.
 - a. Note: this will only appear if you select yes for #1.
4. **Students required to use a lab as part of course?** – select yes or no to indicate whether students are required to use a lab as part of the course.
 - a. Note: this will be defaulted to “no.” “Yes” was selected for purposes of these instructions.
5. **Lab Characteristics and Lab Preference** – type the lab characteristics and preferences (e.g., public computer lab, electronic classrooms, specific science lab, etc.) for the course in the textbox, if applicable.
6. **Lab Fee Required?** – select yes or no to indicate whether a lab fee is required for the course.
 - a. Note: this will be defaulted to “no.” “Yes” was selected for purposes of these instructions.
7. **Explain reasons for requesting Lab fee. List specific items requiring replacement each semester/year** – type the reason(s) for requesting a lab fee, as well as specific items that will require replacement and how often they will need to be replaced.
 - a. Note: this will only appear if you select yes for #6.

1 Do current full-time or adjunct faculty possess requisite education/experience? Specify additional/unique training that may be required.

2 Additional staff hiring required to implement course proposal? Yes No

3 Specify requirements/skills

4 Additional books, periodicals, databases or other resources needed in Library to support course? Yes No

5 Specify Additional Materials

6 Impacted Department(s)

	Impacted Department	Potential Impact	Principals involved in discussion	
1	Select...			

1. **Do current full-time or adjunct faculty possess requisite education/experience? Specify additional/unique training that may be required.** – type whether there are current full-time or adjunct faculty that possess the education and experience necessary to teach the course and if any additional/unique training may be required to teach the course in the textbox.
2. **Additional staff hiring required to implement course proposal?** – select yes or no to indicate whether the course requires additional staff hiring to implement the course proposal.
 - a. Note: this will be defaulted to “no.” “Yes” was selected for purposes of these instructions.
3. **Specify requirements/skills** – type any requirements and/or skills that any new staff must possess for this course.
 - a. Note: this will only appear if you select yes for #3.
4. **Additional books, periodicals, databases or other resources needed in Library to support course?** – select yes or no to indicate whether additional books, periodicals, databases, or other resources are needed in the Library to support the course.
5. **Specify Additional Materials** – type any additional materials needed in the Library to support the course in the textbox.
 - a. Note: this will only appear if you select yes for #4.
6. **Impacted Department(s)** – if applicable, select from the dropdown menu a department that will be impacted by this course proposal, type the potential impact in the first textbox, and type the member(s) of the department involved in the discussion in the second textbox.
 - a. Note: you may click on the green plus button to the right of this field to add more departments that may be impacted by the course proposal.

1 Attach Course Syllabus

Uploaded Files:

Files To Be Uploaded:

Department Vote

2 Department Vote Result

3 Yea Nay Abstain

4 5 6

1. **Attach Course Syllabus** – click the green Attach File button to upload your syllabus. A Browse file box will open after clicking the Attach File button to allow you to select the file(s) to upload. Upload your syllabus as a PDF document.
2. **Department Vote Result** – type Approved or Denied, followed by the date of the department’s approval or denial.
3. **Yea, Nay, Abstain** – type in the number of yes, no, and abstention votes in the three textboxes, respectively.
4. **Cancel** – click the red Cancel button to exit the screen without saving your work.
5. **Save Changes** – click the Save Changes button to save the information you have entered, without submitting the proposal. You can do this as often as you like.
6. **Start Workflow** – click the green Start Workflow button to enter it into workflow once your proposal is complete, which starts the review process.

Questions? Contact crc@ccri.edu