

Attachment 2B: Narrative for Application to College Curriculum Committee for Permanent Approval

1. Process for attaining Permanent approval support from the faculty:
 - A) Presentation of course materials to the faculty of the School, or Division (full and part time), for consideration at least five working days prior to the date set for a response from the School or Divisional faculty.
 - B) Faculty vote, through secret ballot, to support the course.
 - C) If the proposal is interdisciplinary, steps 1 & 2 should be carried out and documented for each School or Division.
 - D) Letter from the Dean of the School or Division to the Chair of the Curriculum Committee reporting the outcome of the faculty vote, and requesting that permanent approval be granted based on 2-8.
2. A statement of the course catalogue description.
3. A statement of rationale for the course-- why should it be included in the curriculum?
4. The syllabus for the course, including an outline, and a bibliography; a report of the available supportive resources for the course (e.g. library, audio-visual, computer, etc.); and a list of the major assignments and course requirements.
5. A statement of the relationship of this course to other courses in the curriculum (e.g., is there a thematic relationship? Is the course an extension of an existing course? Will the course replace courses currently in the curriculum?)
6. A statement of how the School or Division plans to staff the course.
7. A list of current library holdings in the course area and a list of requested Library acquisitions for the course prioritized as critical, highly recommended, desirable.
8. Provide the course syllabus replete with course objectives, goals, major assignments and course requirements.
9. Identification of the number of times the course was offered after receiving Provisional Approval.
10. Samples of examinations and/or evaluation devices.
11. Quantitative results of student evaluations for each semester the course was offered.