3a. 2023-2024 - Non GE - New Course Proposal: 2025-2026 Catalog
Course

GENERAL CATALOG INFORMATION   ⌃

Instructions: read before beginning

Note: For more detailed instructions, go to Resources.

1. Before beginning, do an Advanced Search for course being proposed in current CI University Catalog to ensure requested course number is not already in use. For step-by-step instruction, go to Resources.

2. If course is crosslisted, you must contact Andrea Skinner before going any further.

3. For help with the curriculog icons, click on 🛈 icon in top right corner of form, next to your name.

4. **If course is GE/UDGE, THIS IS THE WRONG FORM**

5.As you add the information to this proposal **"Save all Changes"** as you move along.

Note: information provided through this proposal is vital for the entire campus to be able to effectively implement it; thus, all fields must be completed before you approve proposal; if this does not happen, be aware proposal may be returned to you for completion from any step in approval process, before it's allowed to move forward

6. Validate and launch proposal by clicking on the Launch and Validate icon 🚀 in the top left corner or at the bottom of the page in this form. Curriculog will state: **This proposal has moved on. This proposal moved on in the workflow.** This statement means that the proposal is now visible to all Curriculog users. You, as the proposer, still need to **MAKE your DECISION** in order to send this proposal to Program Chair (next step in process).

7. **MAKE your DECISION,** approve/reject/hold/suspend/custom route the proposal by clicking on the Decision ✔ Decisions icon in the Toolbox on the right side of the form. Once approved, proposal will move to next step in process.

Every effort will be made to include your proposal in the earliest possible catalog, and inclusion is based on the timeliness of the approval process and is not guaranteed.

Choose program that has/will have authority over course prefix.

Program Owner:*

Choose program that has/will have authority over course prefix

Choose Local Curriculum Committee (LCC) course will be reviewed by. If unsure, view which disciplines are reviewed by which LCC on [LCC Prefix List](). If course is cross listed, choose LCC which will review this prefix. Then, choose LCC(s) which will review any other prefix(es) on cross listed proposal(s).

Local Curriculum Committee:*

Choose Local Curriculum Committee your program has chosen to participate in and that will review this course modification/inactivation

Prefix*

A two-to-four-letter acronym that's typically an abbreviation of discipline name

Course Number:*

When choosing course number, ensure number is not already in use by a current course, or has not already been used by an inactivated course (by contacting Andrea Skinner); see course numbering key to help guide choice: Pre-baccalaureate: courses numbered 1-99; Lower Division: courses numbered 100-299; Upper Division: courses numbered 300-499; Graduate Division: courses numbered 500 and above.

Course Title:*

Typically one to several words that should accurately reflect course content and be concise summary of catalog description

Total Units:*

[   ]

Add total units students will earn for passing course

Enter desired course description. These are typically 3-4 sentences long. Description will be displayed in online publication of CSUCI Catalog, so after writing ensure to review carefully and use spell check.

Description:*

[   ]

Enter desired course description. These are typically 3-4 sentences long. Description will be displayed in online publication of CSUCI Catalog, so after writing ensure to review carefully and use spell check.

If course is GE/UDGE, or you're adding/removing GE/UDGE designation(s), you must choose "Yes" here. If you're adding designation(s), you must complete applicable GE Information fields. If you choose "No" here, course will not be routed to GE Committee for review.

Status:*

○ Active-Visible

○ Inactive-Hidden

Choose "Active (Visible)" if you want course and changes to be visible in catalog. Only choose "Inactive (Hidden)" if you want to inactivate course.

Urgency Level/Impact on Curriculum:*

[▲]
[▼]

See guidance stating urgency level/impact you believe this proposal will have on curriculum: Limited: low impact; Moderate: medium impact; Major: high impact; Critical: mandatory changes to curriculum due to federal or state law, CSU Executive Order/Coded Memorandum, CSUCI Academic Senate Policy, etc.

Summary of/Justification for Changes:*

[   ]

Provide justification(s) for proposed new course, urgency level/impact indicated above and a brief summary of the changes.

List Student Learning Outcomes (SLOs) in numerical order. Four to eight SLOs are recommended, unless governed by external agency (e.g., Education, Nursing, etc.). Refer to Curriculum Committee's "Writing Quality Learning Objectives" guideline for measurable outcomes that reflect elements of Bloom's Taxonomy.

General Education (GE) courses must have at least one SLO aligned with appropriate GE Goal(s) and Outcome(s).

At end of any SLOs that align with GE Outcomes, indicate in parentheses which Outcomes they align with (GE Committee will check for this).
Example: Discuss how music relates to historical, political, economic and cultural events (GE 7.2)

For more info, see: GE Goals and Outcomes

Upon completion of course, students will be able to:

Student Learning Outcomes (SLOs):*

> [text input box]

It's recommended that SLOs be numbered to allow for easier reference and/or modification to individual SLOs, if needed

Course Content in Outline Form:*

> [text input box]

It's recommended that outline include alpha and/or numerical ordering of course content to allow for easier reference and/or modification to portions of content, if needed

Which of following programs will course be added to: Major, Minor, Emphasis, Concentration, Option, Certificate, Credential, Authorization, and/or Graduate Degree?

Example provided below for SPAN 301:
Requirement for Major:
1. Spanish, B.A. - 120 units
Requirement for Certificate:
1. Spanish: Certificate in Spanish Translation - 15 units
Elective for Major:

1. Art, B.A. Art History Emphasis - 120 units
2. Global Studies, B.A. - 120 units
<u>Elective for Minor:</u>
1. Global Studies, Minor - 19-37 units
2. Spanish, Minor - 20-28 units

Review all programs course will be added to in current [CI Catalog](#) and identify impact proposal will have.

If a program will be altered by your proposal and will no longer be displayed accurately in CI Catalog, then a Program Modification Form will need to be submitted to make the necessary adjustments. Thus, you MUST send email informing Chair of any impacted program (unless you're the person in that role), so they may submit Program Modification Form(s). After sending email, convert to a PDF and upload it using Approval Process Toolbox to the right side of the form, click on ⫝ Files to attach and upload the file.

Specify Program(s) which will include course:*

You must use the Advanced Search in the University Catalog to find all instances this course impacts.

Degree Requirement:*

What part of the degree this course is part of? Is it required for the Major? A Free Elective is a course that is not a required or elective course in any Major, Minor, Certificate, or Graduate Degree.

Course Level:*

See course numbering key to help guide Course Level choice: Pre-baccalaureate: courses numbered 1-99; Lower Division: courses numbered 100-299; Upper Division: courses numbered 300-499; Graduate Division: courses numbered 500 and above.

Specify the number of units per Mode of Instruction. The table below shows examples of how number of units and mode of instruction affects number of contact hours instructor will spend with students in classroom. Choices made here will impact schedule and payroll. Consultation with department administration is recommended. For more info, see: [Course](#)

Classification System.

Mode of Instruction	Units per mode of instruction		Contact Hours Per Unit		TOTAL Contact Hours
Lecture	1	x	1	=	1
Seminar	1	x	1	=	1
Lab	1	x	3	=	3
Activity	1	x	2	=	2
Field Studies			Variable		Variable
Indep Study			Variable		Variable

Example One: 3 units of Lecture

Example Two: 2 units of Lecture and 1 unit of Lab

Example Three: 3 units of Lecture and 1 unit of Lab

Mode of Instruction Units:*

[   ]

Info in this field will determine how course will be taught and will affect program's instructional budget, it determines instructors' pay.

List Prerequisites in the following field (examples provided below); if none, leave field **BLANK**

a. Course examples:
   1. ANTH 101
   2. COMP 101 and IT 102
   3. COMP 151 and EMEC 310/PHYS 310
   4. SPAN 201 and SPAN 202; or SPAN 211 and SPAN 212
   5. BIOL 201 with a grade of C or better; and CHEM 122
   6. ENGL 120 or ENGL 210 or ENGL 220

b. Consent of Instructor

c. Junior Standing

d. Senior Standing

e. Required UDGE prerequisite text: Junior Standing and successful completion of Golden Four GE Areas (A1, A2, A3, B4)

f. Admission to the xx program (e.g. Nursing or specific postbaccalaureate program)

Prerequisite(s):

>

Course Prerequisites must be specific. General descriptions, such as "any Geography course," cannot be enforced when students register in PeopleSoft

List Recommended Prerequisites and/or Corequisites in following field (examples provided before Prerequisite field); if none, leave field **BLANK**

Recommended prerequisite(s) and/or corequisite(s):

>

Recommended prerequisites and/or corequisites will not be enforced

List Corequisites in following field (examples provided before Prerequiste field); if none, leave field **BLANK**

Corequisite(s):

>

Corequisite courses will be taken together. Students will not be able to take this proposed course without taking the courses listed in the corequisite field. Course Corequisites must be specific. General descriptions, such as "any Geography course," cannot be enforced when students register in PeopleSoft

Graded:*

>

Default Section Size:*

>

Suggested maximum enrollment capacity of course

Repeatable:

[▲]
[▼]

If this course is repeatable for credit, choose the total of number of times a student may complete course and for how many total units. If course is not repeatable for credit LEAVE BLANK.

Multiple Enrollments:*

◯Yes ◯No

To be used only for courses repeatable by topic; allows student to enroll in two different sections of course with different topics in the same term.

Course involves international travel:*

☐Yes ☐No

Does this course involve international travelling?

Credential course:*

☐Yes ☐No

Course is part of a credential program at CI. Courses can only be tagged as credential course if they are an Education course.

Graduation Requirements

Enter the graduation requirement(s) this course is intended to meet, be prepared to justify your choice under the **Graduation requirement(s) justification** field following your selection(s).

List of Graduation Requirements:
American Institutions
GWAR
Language

Graduation requirement(s) this course is intended to meet:

[▲]
[▼]

If course does not fulfill GWAR, LEAVE BLANK. For more info, see CSUCI Academic Senate Policy 17-05 and associated Exhibits 1, 2, and 3; If course does not fulfill American Institution, LEAVE BLANK. For more info, see Title 5, Section 40404.

Graduation requirement(s) justification:

[   ]

Provide justification for how course meets CSUCI graduation requirements selected above

Course sources

Provide 3-5 sources (e.g. textbooks, journal articles, websites, readings) that could be used in this course; for source citation info, see John Spoor Broome Library website

Sources:*

Instructional resources needed:*

☐ Library

☐ Classroom space

☐ Lab space

☐ Other facility space

☐ Equipment

☐ Transportation

☐ Other

List all electronic and physical instructional resources needed for course

Instructional resources specifics:

If one or more boxes and other was checked in above field, provide more specifics regarding resources needed here

Course fee requests cannot be made through curricular approval process. For info on how to do so, refer to Student Fee Advisory Committee website.

Term(s) course is typically offered:*

When is this course typically offered? The information in this field will help students in the Degree Planner.

Articulation

Articulation agreements facilitate student transfer by indicating on www.ASSIST.org which courses (or series of courses) from a transfer institution in California will be accepted to fulfill CI requirements.

If after reviewing above website you still have questions, feel free to contact the Articulation & Curriculum office at: articulation.curriculum@csuci.edu

Course is, or could be, articulated with course(s) from a California Community College (CCC), CSU, or UC:*

○Yes

○No

○Unsure

If course is already articulated, changes will possibly void articulation:*

○Yes

○No

○Unsure

C-ID descriptors allow for streamlined articulation with many California Community Colleges and are available at www.C-ID.net. Developing lower division courses with C-ID descriptors in mind will ensure course content is consistent across CCC and CSU campuses.

If after reviewing above website you still have questions, feel free to contact the Articulation & Curriculum office at: articulation.curriculum@csuci.edu

Find info regarding which CI courses are already articulated with C-ID descriptors here: https://c-id.net/courses/search

Course is, or could be, articulated with C-ID descriptor:*

○Yes

○ No

○ Unsure

Find info regarding which CI courses are already articulated with C-ID descriptors here: https://c-id.net/courses/search

If answer to above is yes, list C-ID descriptor prefix, number, & title:

[   ]

Find info regarding which CI courses are already articulated with C-ID descriptors here: https://c-id.net/courses/search

If course is already articulated, changes will possibly void articulation with descriptor:

○ Yes

○ No

○ Unsure

Will this course be part of EO 1110 (support pathways)?

○ Yes

○ No

The question above only pertains to Math and English courses. Do not answer for any other course subject.

CI Mission Categories   ⌃

ALL UDGE courses must have one Mission Category designation and lower division GE courses may have at most one.

Indicate below which Mission Category(-ies) is/are being modified.

For each Mission Category modified, give brief justification for how course will meet criteria in corresponding field(s).

GE Committee will not consider submissions with missing or incomplete justifications.

For more info, see: [SP 16-11](SP 16-11)

Example 1: Interdisciplinary Approaches, International Perspectives
Example 2: Multicultural Perspectives

If there are no changes, skip section.

CI Mission Category(s):

[   ]

Indicate below which Mission Category(-ies) are being added or modified

Community Engagement (CE)

Community Engagement courses engage students in service-learning. Service-learning is a teaching and learning approach that integrates community service with academic study to enrich learning, teach civic responsibility, and strengthen communities, while engaging students in reflection upon what was experienced, how community was benefited, and what was learned.

CE. Serve genuine community need

[   ]

CE. Integrate course learning and teaching objectives with service-learning activities

[   ]

CE. Provide activities to engage students in reflection about service experience and achievement of learning outcomes

[   ]

CE. Follow conventions for service-learning (plan, partnership, feedback opportunities, etc.), and provide service-learning project description on syllabus

[   ]

CE. Have outcome aligned with GE Learning Outcome 1.2: Take individual and collective actions which can address issues of public concern

```

```

Interdisciplinary Approaches (IA)

To be considered "interdisciplinary" course, syllabus must show that course is integrative with significant content, ideas, and ways of knowing from more than one discipline. Each course will involve student in critical thinking and integration of ideas. Instructors are encouraged to develop courses in which students from different majors share perspectives, methodologies, and expertise. Students will begin to make connections between their majors and at least two disciplines and ways of knowing, increasing both their knowledge and ability to communicate with people across disciplinary spectrum.

IA. Emphasize interdisciplinarity by integrating content, ideas, and approaches from two or more disciplines

```

```

IA. Have outcome aligned with GE Learning Outcome 1.1c: Integrate content, ideas, and approaches from integrative perspectives across disciplines

```

```

International Perspectives (IP)

International Perspectives courses examine causes and effects of historical and contemporary global challenges/issues/problems, within and across national boundaries. They foster an understanding of how personal actions and political, social, and economic institutions affect both local and global communities and identities. They also address pressing and enduring world issues collaboratively and equitably, with consideration of cultural differences and power dynamics.

IP. Examine causes and effects of historical and contemporary global challenges/ issues/problems within and across national boundaries

```
┌─────────────────────────────────────────────────────────────┐
│                                                             │
│                                                             │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```

IP. Foster understanding of how personal actions and political, social, and economic institutions affect both local and global communities and identities

```
┌─────────────────────────────────────────────────────────────┐
│                                                             │
│                                                             │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```

IP. Address pressing and enduring world issues collaboratively and equitably, with consideration of cultural differences and power dynamics

```
┌─────────────────────────────────────────────────────────────┐
│                                                             │
│                                                             │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```

IP. Have outcome aligned with GE Learning Outcome 1.1b: Integrate content, ideas, and approaches from national and international perspectives

```
┌─────────────────────────────────────────────────────────────┐
│                                                             │
│                                                             │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```

Multicultural Perpectives (MP)

Multicultural Perspectives courses explore inter-relatedness and intersection of race and ethnicity with class, gender, sexuality, and other forms of difference, hierarchy, and oppression. They also engage social justice, indigeneity, transnational, transborder, and global issues, appreciating identities and situations as diasporic communities, and as interrelated realities in American society.

MP. Explore inter-relatedness and intersection of race and ethnicity with class, gender, sexuality, and other forms of difference, hierarchy, and oppression

```
┌─────────────────────────────────────────────────────────────┐
│                                                             │
│                                                             │
│                                                             │
└─────────────────────────────────────────────────────────────┘
```

MP. Engage social justice, indigeneity, transnational, transborder, and global issues, appreciating identities and situations as diasporic communities, and as interrelated realities in American society

<div style="border:1px solid #ccc; height:70px; border-radius:6px;"></div>

MP. Have outcome aligned with GE Learning Outcome 1.1a: Integrate content, ideas, and approaches from multicultural perspectives

<div style="border:1px solid #ccc; height:70px; border-radius:6px;"></div>

FOR ACADEMIC PROGRAMS & PLANNING ANALYST USE ONLY ⌃

LEAVE FIELDS BELOW UNTOUCHED

Notes (optional):

<div style="border:1px solid #ccc; height:70px; border-radius:6px;"></div>

DO NOT USE

No DO NOT USE

Effective Catalog Year:

<div style="border:1px solid #ccc; height:70px; border-radius:6px;"></div>

Effective Date:

<div style="border:1px solid #ccc; height:70px; border-radius:6px;"></div>

Course Approved:

Course ID:

Course Type

HEGIS Code:

CS No:

Cross-Listed Designator:

Hours:

Minimum Units:

Maximum Units:

Financial Aid Units:

Academic Progress Units: