# http://www.ric.edu/webcommunications/images/SealWithText_Small_Black.pngUNDERGRADUATE CURRICULUM COMMITTEE (UCC) PROPOSAL FORM

## **Cover page** scroll over blue text to see further important [instructions](#instructions): [if not working select “COMMents on rollover” in your Word preferences under view] **please read these.**

**N.B. ALL numbered categories in section (A) must be completed. Please do not use highlight to select choices within a category but simply delete the options that do not apply to your proposal (e.g. in A.2 if this is a course revision proposal, just delete the creation and deletion options and the various program ones, so it reads “course revision”) Do not delete any of the numbered categories—if they do not apply leave them blank. If there are no resources impacted, please put “none” in each A. 7 category.** If you were using review/comments with colleagues to prepare your proposal, please erase these on the final copy you submit.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A.1. [Course or program](#Proposal) |  | | | |  |
| [Replacing](#Ifapplicable) |  | | | |
| A. 1b. Academic unit | **Faculty of Arts and Sciences | School of Business | School of Education | School of Nursing | School of Social Work | Other: (Indicate)** | | | |  |
| A.2. [Proposal type](#type) | **Course: creation | revision |** [**deletion**](#deletion)  **Program:** [**creation**](#creation) **|** [**revision**](#revision)**| deletion |** [**suspension**](#suspension) | | | |  |
| A.3. [Originator](#Originator) |  | [Home department](#home_dept) |  | | |
| A.4. [Context and Rationale](#Rationale) Must include additional information listed in smart tip for all [new programs](#type). If **online** course or program, you need to explain what mode(s) you plan to use and why you need that specific delivery. |  | | | | |
| A.5. [Student impact](#student_impact)  Must include to explain why this change is being made? |  | | | | |
| A.6. [Impact on other programs](#impact)  If revising/deleting a course, check to see what programs use the course you are revising. |  | | | | |
| A.7. [Resource impact](#Resource)  Delete the categories of technology not needed. | [*Faculty PT & FT*](#faculty): |  | | | |
| [*Library*:](#library) |  | | | |
| *Specialized Technology (for in person delivery)*  The VP of Information Services should be consulted prior to submission and their acknowledgement signature included. | **\_\_\_RIC Campus \_\_\_NEC \_\_\_Other \_\_\_\_ None**  **Lecture capture (in the classroom) | Computer lab | Special software (explain whether available at RIC and whether there will be additional cost to students) | Other (explain)** | | | |
| *Specialized Technology: (for online delivery. Must be RIC supported)*  The VP of Information Services should be consulted prior to submission and their approval signature included. | **Lecture capture (online) | Video captioning | Special software (explain whether available at RIC and whether there will be additional cost to students) | Other (list)** | | | |
| [*Facilities*](#facilities): |  | | | |
| A.8. [Semester effective](#Semester_effective) |  | A.9. [Rationale if sooner than next Fall](#Semester_effective) | |  | |
| A.10. INSTRUCTIONS FOR CATALOG COPY: Use the Word copy versions of the catalog sections found on the UCC Forms and Information page. Cut and paste into a single file **ALL the relevant pages from the college catalog that need to be changed.** Use tracked changes feature to show how the catalog will be revised as you type in the revisions. If totally new copy, indicate where it should go in the catalog. If making related proposals a single catalog copy that includes all changes is preferred. Send catalog copy as a separate single Word file along with this form. INSTRUCTIONS FOR ACADEMIC RHODE MAPS: If your proposal will result in changes to your own program’s Rhode Map or those of others, you should also submit copies of these indicating the changes needed. Word versions are available on the UCC SharePoint documents’ site. | | | | | |
| A.11. List here (with the relevant urls), any RIC website pages that will need to be updated if this proposal is approved, with an explanation as to what needs to be revised: | | | | | |
| A. 12 **Check to see if your proposal will impact any of our** [**transfer** **agreements**](mailto:https://www.ric.edu/admissions-financial-aid/undergraduate-admissions/transfer-student-admission/partnerships-other-colleges)**, and if it does explain in what way. Please indicate clearly what will need to be updated, including any changes in prefix numbers/titles for TES.** | | | | | |
| A. 13 Check the section that lists “Possible NECHE considerations” on the Submitting a proposal to UCC page and if any apply, indicate what that might be here and contact Institutional Research for further guidance. | | | | | |

**B.** [**NEW OR REVISED COURSES**](#delete_if) **Delete section B. if the proposal does not include a new or revised course. As in section A. do not highlight ANYTHING, simply delete suggested options not being used. Always fill in b. 1 and B. 3 AND Section 12. NOTE: course learning outcomes and topical outlines only needed for new or substantially revised courses.**

|  | Old ([for revisions only](#Revisions)) ONLY include information that is being revised, otherwise leave blank. | New Examples are provided within some of the boxes for guidance, delete just the examples that do not apply. |
| --- | --- | --- |
| B.1. [Course prefix and number](#cours_title) |  |  |
| B.2. Cross listing number if any |  |  |
| B.3. [Course title](#title) |  |  |
| B.4. [Course description](#description) |  |  |
| B.5. [Prerequisite(s)](#prereqs) |  |  |
| B.6. [Offered](#Offered) please read the screen tips to do this correctly, alternate years needs to be assigned odd/even, and a specific semester. | **Fall | Spring | Summer |**  **Even years | Odd years |** **[Annually](#Annual" \o "Choose this if you plan to offer the course at least once a year but may need to vary the semseter it is offered)**  [**Alternate Years**](file:///C:/Users/jfuentes_4972/Downloads/Alternate%20Years)  **|** [**As needed**](#As_needed) | **Fall | Spring | Summer |**  **Even years | Odd years | |** [**Annually**](#Annual)  [**Alternate Years**](file:///C:/Users/jfuentes_4972/Downloads/Alternate%20Years)  **|** [**As needed**](#As_needed) |
| B.7. [Contact hours](#contacthours) |  |  |
| B.8. [Credit hours](#credits) |  |  |
| B.9. [Justify differences if any](#differences) (between B. 7 and B. 8) |  | |

|  |  |  |
| --- | --- | --- |
| B.10. [Grading system](#grading) | **Letter grade | Pass/Fail [S/U] | CR/NCR** | **Letter grade | Pass/Fail [S/U] | CR/NCR** |
| B.11. [Type of cours](#instr_methods)e | **Fieldwork | Internship | Laboratory | Lecture | Practicum | Seminar | Small group | Individual | Studio |** | **Fieldwork | Internship | Laboratory | Lecture | Practicum | Seminar | Small group | Individual | Studio |** |
| B.12. CATEGORIES MUST  respond to a. thru d.  12. a. [How](#required) to be used | **Required for major/minor |Restricted elective for major/minor | Free elective | Required for Certification** | **Required for major/minor | Restricted elective for major/minor | Free elective | Required for Certification** |
| 12 b. Is this an Honors  course? | **YES | NO** | **YES | NO** |
| 12. c. [General Education](#ge)  N.B. Connections must include at  least 50% Standard Classroom  instruction. | **YES | NO**  **category:** | **YES | NO**  **category:** |
| 12. d. Writing in the  Discipline (WID) | **YES | NO** | **YES | NO** |
| B.13. [How will student performance be evaluated?](#performance) | **Attendance | Class participation | Exams | Presentations |Papers |**  **Class Work | Interviews | Quizzes |**  **Performance Protocols | Projects | Portfolios | Studio work | Field Work | Clinical work | Reports of outside supervisor | LMS participation** | **Attendance | Class participation | Exams | Presentations |Papers |**  **Class Work | Interviews | Quizzes |**  **Performance Protocols | Projects | Portfolios | Studio work | Field Work | Clinical work | Reports of outside supervisor | LMS participation** |
| B.14 [Recommended class-size](#class_size" \o "Check appendix XVIII in the UCC Manual for Best Practices) |  |  |
| B.15. [Redundancy statement](#competing) |  |  |
| B. 16. Other changes, if any |  | |

| B.17**.** [**Course learning outcomes**](#outcomes)**: List each one in a separate row**  **M**inor course revisions can leave this blank. If proposing a Gen Ed. course put the relevant Gen Ed. outcomes in this column; for other courses you need to create your own course-specific ones. | [**Professional Org.Standard(s)**](#standards)**, if relevant** | [**How will each outcome be satisfied?**](#measured)  If proposing a Gen Ed. course show here how the Gen Ed. outcomes will be satisfied; for other courses please create course specific ones. |
| --- | --- | --- |
|  |  | Click Tab from here to add rows |

| B.18. [**Topical outline**](#outline)**: DO NOT INSERT WHOLE SYLLABUS, JUST A TWO-TIER TOPIC OUTLINE suitable for the contact hours requested. Proposals that ignore this request will be returned for revision. M**inor course revisions can leave this blank but will be needed if changing the course’s credit hours. |
| --- |
| Topic 1  Subtopic 1a  Subtopic 1b  Subtopic 1c  Topic 2  Subtopic 2a  Subtopic 2b etc. |

**C.** [**PROGRAM PROPOSALS**](#program_proposals) **FOR FULLY IN-PERSON OR MIXED MODALITIES NOT CONSIDERED TO BE ONLINE (FOR FULLY ONLINE PROGRAMS: SEE SECTION D): COMPLETE ONLY WHAT IS RELEVANT TO YOUR PROPOSAL. DELETE SECTION C. IF NOT NEEDED. PLEASE ADD IN THE 2020 CIP NUMBER FOR MAJOR REVISIONS OR NEW PROGRAMS IN C 2; THESE CAN BE FOUND AT** [**HTTPS://NCES.ED.GOV/IPEDS/CIPCODE/BROWSE.ASPX?Y=56**](https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56) **CONSULT WITH INSTITUTIONAL RESEARCH TO BE SURE YOU SELECT THE CORRECT ONE.**

|  | [Old (for revisions only)](#old_program) | New/revised |
| --- | --- | --- |
| C.1. [Enrollments](#enrollments)  Must be completed. |  |  |
| C. 2. [2020 CIP number](#CIPnumber" \o "THESE CAN BE FOUND AT HTTPS://NCES.ED.GOV/IPEDS/CIPCODE/BROWSE.ASPX?Y=56 CONSULT WITH INSTITUTIONAL RESEARCH TO BE SURE YOU SELECT THE CORRECT ONE.) |  |  |
| C.3. [Admission requirements](#admissions) |  |  |
| C.4. [Retention requirements](#retention) |  |  |
| C.5. [Course requirements](#course_reqs) for each program option. Show the course requirements for the whole program here. |  |  |
| C.6. [Credit count](#credit_count) for each program option |  |  |
| C.7. Note any needs for program accreditation (if relevant). |  |  |
| C.8 Program modality. Online percentage of delivery; calculate % within required hybrids. | **Fully in-person**  **Mixed course types ( % online)** | **Fully in-person**  **Mixed course types ( % online)** |
| C.9 Will any classes be offered at sites other than RIC campus or the RI Nursing Ed. Center?\* | **YES | NO** | **YES | NO** |
| C. 10. Do these revisions reflect more than 25% change to the [program?\*](file:///Users/sabbotson/Documents/Curriculum/Program%20goals) | **YES | NO** | **YES | NO** |
| C.11. [Program goals](file:///Users/sabbotson/Documents/Curriculum/Program%20goals)  Needed for all new programs |  |  |
| C.12. Other changes if any |  |  |

\* If answered YES to either of these questions will need to inform Institutional Research and get their acknowledgement on the signature page.

**D.** [**PROGRAM PROPOSALS**](#program_proposals) **(FULLY ONLINE):**

**COMPLETE ONLY WHAT IS RELEVANT TO YOUR PROPOSAL. DELETE SECTION D. IF NOT NEEDED. PLEASE ADD IN THE 2020 CIP NUMBER FOR MAJOR REVISIONS OR NEW PROGRAMS IN D. 2; THESE CAN BE FOUND AT** [**HTTPS://NCES.ED.GOV/IPEDS/CIPCODE/BROWSE.ASPX?Y=56**](https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56) **CONSULT WITH INSTITUTIONAL RESEARCH TO BE SURE YOU SELECT THE CORRECT ONE.**

|  | [Old (for revisions only)](#old_program) | New/revised |
| --- | --- | --- |
| D.1. [Enrollments](#enrollments)  Must be completed. |  |  |
| D. 2. [2020 CIP number](#CIPnumber) |  |  |
| D.3. [Admission requirements](#admissions) |  |  |
| D.4. [Retention requirements](#retention) |  |  |
| D.5. [Course requirements](#course_reqs) for each program option. Show the course requirements for the whole program here. |  |  |
| D.6. [Credit count](#credit_count) for each program option |  |  |
| D.7. Note any needs for program accreditation (if relevant). ONLINE programs currently need [NECHE approval](#_top), and check to see if other accreditation agencies related to this major accept online programs. |  |  |
| D.8 Program modality. | **Online (some synchronous)**  **Online all asynchronous** | **Online (some synchronous)**  **Online all asynchronous** |
| D.9 Will any classes be offered at sites other than RIC campus or the RI Nursing Ed. Center?\* | **YES | NO** | **YES | NO** |
| D. 10. Do these revisions reflect more than 25% change to the [program?\*](file:///Users/sabbotson/Documents/Curriculum/Program%20goals) | **YES | NO** | **YES | NO** |
| D.11. [Program goals](file:///Users/sabbotson/Documents/Curriculum/Program%20goals)  Needed for all new programs |  |  |
| D.12. Other changes if any |  |  |

\* If answered YES to either of these questions will need to inform Institutional Research and get their acknowledgement on the signature page.

## **E. Signatures**

* **Changes that affect General Education in any way MUST be approved by ALL Deans and COGE Chair**.
* Changes that directly impact more than one department/program MUST have the signatures of all relevant department chairs, program directors, and their relevant dean (e.g. when creating/revising a program using courses from other departments/programs). Check UCC manual 4.2 for further guidelines on whether the signatures need to be approval or acknowledgement.
* Proposals that do not have appropriate approval signatures will not be considered.
* Type in name of person signing and their position/affiliation.
* Send electronic files of this proposal and accompanying catalog copy to [curriculum@ric.edu](mailto:curriculum@ric.edu) to the current Chair of UCC. Check UCC website for due dates. **Do NOT convert to a .pdf.**

##### E.1. Approvals: required from programs/departments/deans who originate the proposal. THESE may include multiple departments, e.g., for joint/interdisciplinary proposals. if you want to use someone’s course in your program, they get to approve.

| Name | Position/affiliation | [Signature](#_Signature" \o "Insert electronic signature, if available, in this column) | Date |
| --- | --- | --- | --- |
|  | Program Director of |  |  |
|  | Chair of |  |  |
|  | Dean of |  |  |
|  |  |  | Tab to add rows |

##### E.2. [Acknowledgements](#acknowledge): REQUIRED from OTHER PROGRAMS/DEPARTMENTS (and their relevant deans if not already included above) that are IMPACTED BY THE PROPOSAL (course deletion from a program is commonest). SIGNATURE DOES NOT INDICATE APPROVAL, ONLY AWARENESS THAT THE PROPOSAL IS BEING SUBMITTED. CONCERNS SHOULD BE BROUGHT TO THE UCC COMMITTEE MEETING FOR DISCUSSION; all faculty are welcome to attend.

| Name | Position/affiliation | [Signature](#Signature_2) | Date |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  | Tab to add rows |