**Cover Sheet for Curriculum Proposal**

**Course Prefix and Number:**

**Short Title:**

**Long Title:**

**Physical Requirements:**

Please list any physical requirements that might make the course unsuitable for some individuals.

**Dean or AVP:**

**RRCC Program or Discipline Lead:**

**Lab Credit Hours: Lab Contact Hours (1:2):**

**Lecture Credit Hours: Lecture Contact Hours (1:1):**

**Lecture/Lab Credit Hours: Lecture/Lab Contact Hours (1:1.5):**

**Other Credit Hours: Other Contact Hours:**

*Note: For clinicals and internships, please clarify contact hours and how they are determined below.*

**Is this course high, medium or low cost? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose of Course:**

If this is a **new course**, please describe how this course fits into a program or degree plan and why you are proposing this course. In particular, does the course fill a need in the community? Does it contribute to a transfer program? What is the purpose of the course?

If this is **a revision to an existing course**, please explain your purpose in making revisions. *Note: If this course is part of a* ***new******program*** *or a* ***redesign*** *of an existing program, you don’t need to fill out this form for every course in the program. Just explain what you are doing and why and attach an overview of how the program will look. If you’re changing course numbers, a crosswalk showing old and new numbers is helpful.*

**Questions:**

1. Have you considered best practices for diversity and inclusion and, where appropriate, included these in your course guide? Would it be possible to include an outcome or outcomes that address this area?
2. Have you verified that this is not a duplicate of another course? What other prefixes might overlap with this course?
3. Is this course intended to be GT? If so, have you written your outcomes to align with the required GT competencies and content criteria? Are you aware of the syllabus requirements for GT courses?
4. Does the course have an appropriate number of outcomes for the number of credit hours? Are the outcomes written so that another instructor would understand how to teach the course?
5. Have you discussed the course with your state discipline group?
6. Have you discussed the course with your dean?
7. Have you met with a curriculum committee member to go over the curriculum proposal? If not, please do so before submitting your course.
8. Have you checked with representatives of any program that might be affected by changing or creating this course?
9. Is there anything else you would like the RRCC Curriculum Committee or the State Faculty Curriculum Committee to know about this course?