

SAN JOSE/EVERGREEN COMMUNITY COLLEGE DISTRICT

NEW COURSE OR COURSE REVISION PROPOSAL

SIGN-OFF SHEET

2010-2011

(use tab key not cursor to move around document)

- Evergreen Valley Only
- San Jose City College Only
- Evergreen Valley and San Jose City Colleges

Assigned by Curriculum Specialist
 New Course Proposal #
 Course Revision Proposal #

Course No. and Title:

Version:

~~Save a copy to your Desktop before proceeding~~

DATE	NAME/INITIALS	
		Proposer (Faculty)
		Division Curriculum Committee (EVC only)
		SJCC Division Dean
		EVC Division Dean
		EVC Administrative Services Supervisor (codes and loading)
		SJCC Administrative Services (codes and loading)
		Technical Services Librarian (Library Sign-off Completed)
		IPCC Curriculum Specialist
		ACCC Curriculum Specialist
		Chair, ACCC
		Chair, IPCC
		Prerequisite Validations (approved by ACCC/IPCC)
		ACCC Agenda Date
		ACCC Action (Chair notifies proposer)
		EVC Vice President, Academic Affairs
		SJCC Vice President, Academic Affairs
		EVC Academic Senate President
		SJCC Academic Senate President
		EVC Articulation Officer
		SJCC Articulation Officer
		EVC Schedules & Catalog Technician
		SJCC Schedules & Catalog Technician
		EVC Articulation Specialist
		SJCC Articulation Specialist
		District Curriculum Coordinator
		EVC, President (new courses only)
		SJCC, President (new courses only)
		Chancellor (new courses only)

Submit to Governing Board* EVC _____ (Certifying Board Approval)
 SJCC _____ (Certifying Board Approval)

COURSE INFORMATION PACKET

San Jose/Evergreen Community College District

College:

Prepared By♣:

♣ New Course (All new courses require Board approval)

Date:

Course Approval Date:

Course Revision (Check **only** items below that are being revised)

Date of Revision:

Revision Approval Date:

**These items may vary between campuses*

SECTION A: COURSE PROPOSER	SECTION B: PROPOSER/DEAN	SECTION C: DIVISION DEAN/TECH. STAFF
<input type="checkbox"/> 1. Course Discipline	<input type="checkbox"/> 15.* Corequisites – EVC	<input type="checkbox"/> 32.* Program Status - EVC
<input type="checkbox"/> 2. Course Number	<input type="checkbox"/> 15.* Corequisites – SJCC	<input type="checkbox"/> 32.* Program Status - SJCC
<input type="checkbox"/> 3. Course Title	<input type="checkbox"/> 16. Advisory Read & Write Levels	<input type="checkbox"/> 33. District GE
<input type="checkbox"/> 4.* Reason for Proposal – EVC	<input type="checkbox"/> 17. Advisory Math Levels	<input type="checkbox"/> 34. Recommended CSU GE
<input type="checkbox"/> 4.* Reason for Proposal – SJCC	<input type="checkbox"/> 18. Open Curriculum	<input type="checkbox"/> 35. Recommended UC Articulation
<input type="checkbox"/> 5a. Fixed Units	<input type="checkbox"/> 19. Recommended	<input type="checkbox"/> 36. Baccalaureate Status
<input type="checkbox"/> 5b. Variable Units	<input type="checkbox"/> 20. Method of Instruction	<input type="checkbox"/> 37. Recommended IGETC
<input type="checkbox"/> 6.* Catalog Description – EVC	<input type="checkbox"/> 21a.* Grading – EVC	<input type="checkbox"/> 38. Articulation Efforts
<input type="checkbox"/> 6.* Catalog Description – SJCC	<input type="checkbox"/> 21a.* Grading – SJCC	<input type="checkbox"/> 39.* Course Same As – EVC
<input type="checkbox"/> 7.* Short Schedule Descr. – EVC	<input type="checkbox"/> 21b.* Credit By Exam – EVC	<input type="checkbox"/> 39.* Course Same As – SJCC
<input type="checkbox"/> 7.* Short Schedule Descr. – SJCC	<input type="checkbox"/> 21b.* Credit By Exam – SJCC	<input type="checkbox"/> 40.* Course Replaces – EVC
<input type="checkbox"/> 8a.* Course Lecture Content – EVC	<input type="checkbox"/> 22. Graduation Requirements	<input type="checkbox"/> 40.* Course Replaces – SJCC
<input type="checkbox"/> 8a.* Course Lecture Content – SJCC	<input type="checkbox"/> 23a. AA/Non AA Status	<input type="checkbox"/> 41.* Department Number– EVC
<input type="checkbox"/> 8b.* Course Lab Content – EVC	<input type="checkbox"/> 23b. Pre-Collegiate College Skills	<input type="checkbox"/> 41.* Department Number – SJCC
<input type="checkbox"/> 8b.* Course Lab Content – SJCC	<input type="checkbox"/> 24. Basic Skills Status	<input type="checkbox"/> 42.* CID/CIP – EVC
<input type="checkbox"/> 9. Student Learning Outcomes	<input type="checkbox"/> 25. State Classification Code	<input type="checkbox"/> 42.* CID/CIP – SJCC
<input type="checkbox"/> 10.* Methods of Evaluation – EVC	<input type="checkbox"/> 26. Class Size	<input type="checkbox"/> 43. SAM Code
<input type="checkbox"/> 10.* Methods of Evaluation – SJCC	<input type="checkbox"/> 27a. Repeatability Status	<input type="checkbox"/> 44.* TOP Code – EVC
<input type="checkbox"/> 11.* Textbook List – EVC	<input type="checkbox"/> 28. Faculty Loading	<input type="checkbox"/> 44.* TOP Code – SJCC
<input type="checkbox"/> 11.* Textbook List – SJCC	<input type="checkbox"/> 29. FTE	<input type="checkbox"/> 45* Transfer Status – EVC
<input type="checkbox"/> 12. College Level Materials	<input type="checkbox"/> 30a. Student Contact Hours	<input type="checkbox"/> 45* Transfer Status – SJCC
<input type="checkbox"/> 13.* Homework – EVC	<input type="checkbox"/> 30b. Lab Hours Justification	
<input type="checkbox"/> 13.* Homework – SJCC	<input type="checkbox"/> 31.* First Offered – EVC	
<input type="checkbox"/> 14. Prerequisites	<input type="checkbox"/> 31.* First Offered – SJCC	

SECTION A: TO BE COMPLETED BY COURSE PROPOSER

(NOTE: SOME FIELDS HAVE HELP INFORMATION. HELP IS INDICATED BY THE ♣SYMBOL.
PRESS THE F1 KEY ON YOUR KEYBOARD TO DISPLAY HELP.)

SOME ITEMS CAN VARY BETWEEN CAMPUSES, ITEMS WITH AN **EVC**, SHOULD BE FILLED IN BY **EVC** AND ITEMS WITH AN **SJCC** SHOULD BE FILLED IN BY **SJCC**.

1. COURSE DISCIPLINE:	2a. ♣COURSE NUMBER:	2b. COURSE IDENTIFIER NUMBER [OFFICE USE ONLY] EVC: SJCC:
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3a. ♣COURSE TITLE :	3b. SHORT TITLE:
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4. **EVC** REASON FOR PROPOSING COURSE OR CHANGE TO COURSE:

4. **SJCC** REASON FOR PROPOSING COURSE OR CHANGE TO COURSE:

5a. UNITS FOR COURSE: _____ UNITS: LECTURE: _____ LAB: _____ LECT. HOURS: _____ LAB HOURS: _____ [PER WEEK]	5b. TOTAL HOURS: _____ [FOR OFFICE USE ONLY]	5c. VARIABLE UNITS: (MIN.) _____ To (MAX.) _____ ENTER UNIT INCREMENT: _____	5d. TOTAL HOURS: _____ (VARIABLE UNITS) MIN HRS. _____ MAX. HRS. [FOR OFFICE USE ONLY]
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6. **EVC** CATALOG DESCRIPTION: (9 LINES/80 CHAR. MAX. PER LINE):

6. **SJCC** CATALOG DESCRIPTION: (9 LINES/80 CHAR. MAX. PER LINE):

7. **EVC** SHORT SCHEDULE DESCRIPTION (100 CHAR. MAX.):

7. **SJCC** SHORT SCHEDULE DESCRIPTION (100 CHAR. MAX.):

8a. **EVC** COURSE LECTURE CONTENT (150 LINES/80 CHAR. MAX PER LINE) USE OUTLINE FORMAT (CONTROL+TAB KEYS TO INDENT):

8b. **EVC** COURSE LAB CONTENT (150 LINES/80 CHAR. MAX PER LINE) USE OUTLINE FORMAT (CONTROL+TAB KEYS TO INDENT):

8a. **SJCC** COURSE LECTURE CONTENT (150 LINES/80 CHAR. MAX PER LINE) USE OUTLINE FORMAT (CONTROL+TAB KEYS TO INDENT):

8b. **SJCC** COURSE LAB CONTENT (150 LINES/80 CHAR. MAX PER LINE) USE OUTLINE FORMAT (CONTROL+TAB KEYS TO INDENT):

9. STUDENT LEARNING OUTCOMES(SLO's): (ENTER 6 - 12 LEARNING OUTCOMES—20 MAXIMUM)
Upon completion of this course, the student will be able to:

10. **EVC**
METHODS OF EVALUATION AND EXAMINATION: (TITLE 5 REQUIRES THAT A GRADE IS BASED ON DEMONSTRATED PROFICIENCY, AT LEAST IN PART, BY MEANS OF ESSAYS OR PROBLEM SOLVING EXERCISES OR SKILLS DEMONSTRATIONS.) **Methods of Assessment for SLOs including Methods of Evaluation and Examination Used in This Course**

FOR DEGREE APPLICABLE COURSES: LIST CRITICAL THINKING EXAMPLE(S) OF METHODS OF EVALUATION:

10. **SJCC**

METHODS OF EVALUATION AND EXAMINATION: (TITLE 5 REQUIRES THAT A GRADE IS BASED ON DEMONSTRATED PROFICIENCY, AT LEAST IN PART, BY MEANS OF ESSAYS OR PROBLEM SOLVING EXERCISES OR SKILLS DEMONSTRATIONS.) **Methods of Evaluation and Examination Used in This Course**

FOR DEGREE APPLICABLE COURSES: LIST CRITICAL THINKING EXAMPLE(S) OF METHODS OF EVALUATION:

11a. **EVC** TEXTBOOK LIST/LEARNING MATERIALS
(Include Author, Title, Publisher, and Year)

11b. **EVC** I have consulted with the Librarian and the Library Sign-off Page is completed and is on file with the Library.

11b. **SJCC** I have consulted with the Librarian.

11a. **SJCC** TEXTBOOK LIST/LEARNING MATERIALS:
(Include Author, Title, Publisher, and Year)

12. ♣ I VERIFY THAT THE TEXTBOOKS/LEARNING MATERIALS LISTED ABOVE ARE COLLEGE LEVEL MATERIALS. Yes No

13. ♣ **EVC** HOMEWORK/ASSIGNMENTS [2 hours per lecture unit]: Hours Per Week ♣ =

Assignments That Will Be Required Outside Of The Classroom (25 Lines/80 Char. Max):

For degree applicable courses: List critical thinking example(s) of homework:

13. ♣ **SJCC** HOMEWORK/ASSIGNMENTS [2 hours per lecture unit]: Hours Per Week ♣ =

Assignments That Will Be Required Outside Of The Classroom (25 Lines/80 Char. Max):

For degree applicable courses: List critical thinking example(s) of homework:

14. ♣ COURSE PREREQUISITE (A Grade Of "C" Is Implied Unless Otherwise Stated. (Go to item 47 to complete prerequisite validation form):

15. **EVC** COURSE COREQUISITE: (Go to item 47 to complete corequisite validation form):

15. **SJCC** COURSE COREQUISITE: (Go to item 47 to complete corequisite validation form):

16. ADVISORY READING AND WRITING LEVELS:

17. ADVISORY MATH LEVEL:

18. OPEN CURRICULUM: (No Prerequisite, Corequisite, or Advisory Levels)

OPEN CURRICULUM*: (Open Curriculum, but some steps necessary to enroll)

Indicate Necessary Steps To Enroll:

19. ♣ **EVC** RECOMMENDED PREPARATION (prior/concurrent):

19. ♣ **SJCC** RECOMMENDED PREPARATION (prior/concurrent):

20. ♣ METHOD OF INSTRUCTION:

21a. **EVC** GRADING:

21b. **EVC** CREDIT BY EXAM ALLOWED:

21b. **SJCC** CREDIT BY EXAM ALLOWED:

21a. **SJCC** GRADING:

Yes No

Yes No

SECTION B: TO BE COMPLETED BY COURSE PROPOSER AND DIVISION DEAN

22. GRADUATION REQUIREMENTS:

THIS COURSE MEETS CULTURAL PLURALISM/ETHNIC STUDIES REQUIREMENTS:

Yes

No

IF YES, ETHNIC STUDIES FACULTY SIGN-OFF ON FILE :

Yes

No

23a. ♣ AA/NON AA STATUS:

[← select from pull-down menu]

CRITERIA (COURSE IS AA AND AS-APPLICABLE IF LETTERS A-F ARE ALL CHECKED):

A. Appropriate Prerequisite Level.

B1. A Graded Essay Written At College Level.

Or

B2. Essay Not Appropriate - Skills Demonstration Course Or Significant Problem Solving.

C1. College Level Vocabulary, Study Skills, Reading Material; Or A Lab Or Activity Class.

Or

C2. College Level Reading And Writing (See #12).

D. Multiple Measures Of Evaluation Are Employed (See #10).

E. Two Hours Of Homework Required For Every Lecture/Theory Hour, Or This Is A Lab, Or This Is An Activity Class And Does Not Require Homework.

F. Coursework Calls For Critical Thinking Exercises.

Check The Following That Apply:

G. Course With A Math Content Equal To Math 11A or 11R or 11S or 13, And A-F Above.

H. Reading, Writing Or ESL Course No Lower Than One Level Below Engl. 1A, And A-F Above.

I. Course Is Part Of A Non-Baccalaureate Occupational Major And Meets A-F Above.

J. This Course Has Baccalaureate Status. (See #36.)

23b. **COMPLETE THIS ITEM ONLY FOR COURSES THAT ARE NAA (SEE #23A ABOVE):**

Is this a pre-collegiate basic skills course in reading, writing, math or ESL? Yes No

If Yes, indicate # of levels below transfer and area: level:

If No, is this a skill typically needed for an

AA or AS applicable vocation course? Yes No

24. BASIC SKILLS STATUS:

25. STATE OF CALIFORNIA COURSE CLASSIFICATION:

26. [For Office Use Only]

FINAL CLASS SIZE:

27a. REPEATABILITY: STATUS:

If Repeatable, number Of Times Repeatable:

Maximum Units: _____

27b. [For Office Use Only]

RETAKE CODE: _____

[Per Title 5, Section 55041: Activity courses may be repeated only three times, four experiences total for any given activity, across various levels of courses in that activity, or variations of that activity.]

28. FACULTY LOADING:	FTE Lecture: FTE Lab:	<u>Variable Loading:</u> FTE Lecture: From To FTE Lab: From To	
29. TOTAL FTE FOR COURSE:	Variable Total FTE For Course: From: To		
30a. STUDENT CONTACT HOURS:	Lecture Per Week: *Lab Hours Per Week: *If hours exceed 3 lab hours to 1.0 unit ratio, justify below (#30b):	<u>Variable Hours</u> Lecture Hours: From To Lab Hours: From To	
30b. LAB HOURS JUSTIFICATION:			
31. EVC FIRST SEMESTER INTEND TO OFFER:		Year:	
31. SJCC FIRST SEMESTER INTEND TO OFFER:		Year:	
32. EVC COURSE PROGRAM STATUS:			[For Office Use Only]
<p>Most courses are part of a program listed on the college Program Inventory, or are General Education or Transfer, or Stand Alone.</p> <p><input type="checkbox"/> GE (be sure that GE item is checked consistently on this document)</p> <p><input type="checkbox"/> Transfer (be sure that transfer item is checked consistently on this document)</p> <p><input type="checkbox"/> Stand Alone (not part of any program; not GE, and not Transfer)</p> <p><input type="checkbox"/> Created to be part of a certificate or degree</p> <p>Which certificate and/or degree? _____</p>			Program Unique Code: _____
32. SJCC COURSE PROGRAM STATUS:			[For Office Use Only]
<p>Most courses are part of a program listed on the college Program Inventory, or are General Education or Transfer, or Stand Alone.</p> <p><input type="checkbox"/> GE (be sure that GE item is checked consistently on this document)</p> <p><input type="checkbox"/> Transfer (be sure that transfer item is checked consistently on this document)</p> <p><input type="checkbox"/> Stand Alone (not part of any program; not GE, and not Transfer)</p> <p><input type="checkbox"/> Created to be part of a certificate or degree</p> <p>Which certificate and/or degree? _____</p>			Program Unique Code: _____
33. DISTRICT GE:	33a. Course has District GE Status: <input type="checkbox"/> Yes <input type="checkbox"/> No	33b. Recommended Areas: Area 1 Area 2: Area 3: Default:	
34. CSU GE:	34a. Recommended for CSU GE Status: <input type="checkbox"/> Yes <input type="checkbox"/> No	34b. Recommended Areas: Area 1: Area 2: Area 3: Default:	
35. UC ARTICULATION:	35a. Recommended for UC Articulation: <input type="checkbox"/> Yes <input type="checkbox"/> No		

<p>36. BACCALAUREATE STATUS:</p>	<p>36a. List of criteria needed to establish Baccalaureate Status: (check all that apply*)</p> <ol style="list-style-type: none"> 1. <input type="checkbox"/> Meets AA-Applicable standards of rigor 2. <input type="checkbox"/> Non-Occupational course counting as units in a major 3. <input type="checkbox"/> There is documentation that the same, similar, or analogous course is taught in the CSU system. 4. <input type="checkbox"/> Occupational course within a major 5. <input type="checkbox"/> Apprenticeship course (cannot be transferable) <p>*To have Baccalaureate Status 1 must be checked, plus 2 or 3 or 4. Courses with Baccalaureate Status transfer to CSU.</p>	<p>36b. Course should have Baccalaureate status (transfers to CSU):</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>36c. <input type="checkbox"/> Recommended for articulation with CSU as a course in a major. <input type="checkbox"/> Recommended for articulation with CSU as an elective in a major.</p>
<p>37. IGETC STATUS:</p>	<p>37a. Recommended for IGETC:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>37b. Recommended IGETC Categories: (1 code is preferable; 2 codes maximum)</p> <p>Code 1: Code 2:</p> <p>Complete if more than one code is chosen Default Code:</p>
<p>38. DESCRIBE ARTICULATION EFFORTS [BETWEEN EVC AND SJCC]:</p>		

SECTION C: TO BE COMPLETED BY DIVISION DEAN AND TECHNICAL STAFF

39.♣ **EVC** THIS COURSE IS THE "SAME AS": _____ First Semester Good For: _____ Year: _____

39.♣ **SJCC** THIS COURSE IS THE "SAME AS" : _____ First Semester Good For: _____ Year: _____

40.♣ **EVC** THIS COURSE "REPLACES": _____ First Semester Good For: _____ Year: _____

Has the course inactivation form been completed? Yes No

40.♣ **SJCC** THIS COURSE "REPLACES": _____ First Semester Good For: _____ Year: _____

Has the course inactivation form been completed? Yes No

41. EVC DEPT.: 41. SJCC DEPT.: (Ex: 1ENGL or 2ENGL)	42.♣ EVC CID: CIP: 42.♣ SJCC CID: CIP:	43. SAM:	44.♣ EVC TOP CODE: 44.♣ SJCC TOP CODE:
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45. TRANSFER STATUS: **EVC:** _____ **SJCC:** _____

MATERIALS FEE JUSTIFICATION: (TO BE COMPLETED BY PROPOSER AND/OR DIVISION DEAN)

46. **EVC** WILL THIS COURSE ROUTINELY REQUIRE A MATERIALS FEE? Yes No
IF YES, COMPLETE THE MATERIALS FEE JUSTIFICATION FORM—CLICK ON LINK BELOW :

46. **SJCC** WILL THIS COURSE ROUTINELY REQUIRE A MATERIALS FEE? Yes No
IF YES, COMPLETE THE MATERIALS FEE JUSTIFICATION FORM—CLICK ON LINK BELOW :

[\\Materials Fee Justification Form](#)

[47.] Course Prerequisite/Corequisite Within the Same or Related Discipline Validation Form:

If you completed items 14 or 15, you will need to fill out this page.

- Course & Number _____ Prerequisite Course & Number _____
- Course & Number _____ Corequisite Course & Number _____
- Fill out a separate form for each prerequisite. **OR**
- Cite three CSU and/or UC courses, prerequisites, and catalog year.
 Any combination of "at least three of the campuses of the UC or CSU ...reflect in their catalogs that they offer the equivalent courses with the equivalent prerequisite(s) or corequisite(s)." Justification:
Institution Course(s) Prerequisite(s) Catalog Year

- You will need to demonstrate that the prerequisite will assure that "a student has the skills, concepts and/or information that is presupposed in terms of the course for which it is being established, such that a student who has Not met the prerequisite is highly unlikely to receive a satisfactory grade in the course, for which the prerequisite is being established; or the corequisite course will assure, that a student acquires the necessary skills, concepts, and/or information, such that a student who has Not enrolled in the corequisite is highly unlikely to receive a satisfactory grade in the course or program for which the corequisite is being established...."

<u>Column 1</u> <u>Prerequisite/Corequisite</u>	<u>Column 2</u> <u>Current Course</u>
List the major concepts, skills, or kinds of knowledge that a student will learn in the prerequisite or corequisite course that are essential to the successful completion of this course.	State why each of the listed items is essential in relationship to content listed in the course outline.
(next page)	(next page)
(next page)	(next page)

[48.] Audition or Tryout

- If there is an audition or tryout or related requirement for this course, fill out this form.
- Course & Number Requirement =

Check that the following statement is true:

- YES For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement. List the substitute courses(s) here:

[49.] Required Course Prerequisite/Corequisite **Outside** the Same or Related Discipline Validation

- Course & Number _____ Prerequisite Course & Number _____
- Course & Number _____ Corequisite Course & Number _____
- You will need to demonstrate that the prerequisite will assure that ..."a student has the skills, concepts and/or information that is presupposed in terms of the course for which it is being established, such that a student who has not met the prerequisite is highly unlikely to receive a satisfactory grade in the course...for which the prerequisite is being established; or the corequisite course will assure...that a student acquires the necessary skills, concepts, and/or information, such that a student who has not enrolled in the corequisite is highly unlikely to receive a satisfactory grade in the course or program for which the corequisite is being established..."
- To demonstrate this, list in Column 1 major concepts, skills, or kinds of knowledge that a student will learn in the prerequisite or corequisite course that are essential to the successful completion of this course. In Column 2, state why each of the listed items is essential in relationship to content listed in the course outline.
- In addition, you will need to demonstrate within two years that there is statistical evidence that the prerequisite is necessary for success in the course. See your local researcher for how to do this.

<p align="center">Column 1: Concepts, Skills, Kinds of Knowledge</p>	<p align="center">Column 2: Why the item in Column 1 is essential for the successful completion of this course.</p>
<p>Outline your research plan here:</p>	

