

New Course Proposal
Questionnaire to be filled out by the Faculty Author

Subject Code and Title of the Proposed Course:

Course Description:

What needs does this course fulfill?

For students:

For the program:

What is the proposed discipline or disciplines (academic area or areas indicating minimum qualifications required for instructors to teach the course)?

Does the course overlap disciplines? If so, have you had conversations with faculty from the overlapping discipline? Who? When? Were any issues identified? Were they resolved and how?

Does the proposed course have and match an existing C-ID descriptor?

Does or will the proposed course articulate to the CSU's and/or UC's?

Does or will the proposed course fulfill a GE area? What GE area?

Locally:

CSU:

IGETC:

Does or will the proposed course fulfill a core requirement in a degree or certificate program?

Does or will the proposed course fulfill an elective in a degree or certificate program?

Does or will the proposed course provide preparation for a required/transfer-level course in a program?

Does the same or a similar course already exist at NVC in the same or a different department?

If so, what is it?

Have you communicated with the department/program coordinator/faculty chair/author of the existing course to determine whether/to what extent that course fulfills your students' and programs needs? What needs does it fulfill and/or leave unmet? Explain.

Would cross-listing (adding your discipline as an alternative to the discipline of the existing course, using OR so faculty with minimum qualification in one or the other discipline would be qualified to teach the course) or double-coding (creating a mirrored COR with a different subject code and discipline for your course) be an acceptable option? Why or why not?
What outside research have you done?

What other California community colleges offer this course? Do they transfer to CSU's/UC's?

In what department or departments is this course offered at other community colleges?

Do the other community colleges have the same department or departments as those at NVC where the proposed course and/or existing course will be/is housed?

(Note: Courses overlapping with existing courses and courses that are interdisciplinary in nature, which may raise questions about discipline placement, may require extra review and research by the Curriculum Committee. Any research you can do and provide ahead of time may help to expedite this process. NVC's Articulation Officer is an excellent resource to consult with for help doing this research.)