

Request for Curriculum Council Action

To: Dean of Curricular & Faculty Development, Thorpe Center

Date Submitted: _____

(Please submit 1 double-sided copy of your proposal.)

From: (Name) _____

(Department) _____

Email Address: _____

1. **Written Rationales:** Attach a written rationale, following the guidelines in the *Curriculum Council Handbook*, which is posted on <https://www.iwu.edu/thorpe-center/cc.html>. For your convenience, these worksheets list all required elements for major changes. Answering every question on the relevant worksheet(s) constitutes a complete written rationale: no other documentation is necessary:

- [New, or Significantly Revised, Courses](#)
- [Shared Curriculum Courses](#)
- [All other proposal types that require a Faculty Motion](#)

Rationale for all other changes (reinstatement of previously approved course, deletion of major/minor/course/changing title, number, prerequisites, or adding a summer term course), require only a few sentences explaining impetus for the change, if it will affect students, and measures taken to reduce impact if so. Please note that the CC will not evaluate incomplete proposals.

2. Proposed Action (Please check all that apply):

	Title	Number	Units
☐ New Course	_____ / _____	_____ / _____	
☐ Reinstatement of Previously Approved Course	_____ / _____	_____ / _____	
☐ Deletion of Major/Minor/Concentration	_____ / _____	_____ / _____	
☐ Shared Curriculum for Existing Course	_____ / _____	_____ / _____	
☐ Change title from to	_____ / _____	_____ / _____	
☐ Change number from to	_____ / _____	_____ / _____	
☐ Change prerequisites from to	_____ / _____	_____ / _____	
☐ Summer Term Course	_____ / _____	_____ / _____	
☐ New Major/Minor	_____ / _____	_____ / _____	
☐ Revised Major/Minor/Concentration	_____ / _____	_____ / _____	
☐ Other (please specify)	_____ / _____	_____ / _____	

- 3.a. If you are requesting Shared Curriculum credit, please check the category:

- | | | |
|---|---|--|
| ☐ Analysis of Values | ☐ Gateway Colloquium (see 9b. below) | ☐ Life Science Lab |
| ☐ The Arts | ☐ Intellectual Traditions | ☐ Physical Science Issues |
| ☐ Contemporary Social Institutions | ☐ Literature | ☐ Physical Science Lab |
| ☐ Cultural and Historical Change | ☐ Second Language | ☐ Physical Education |
| ☐ Formal Reasoning | ☐ Life Science Issues | ☐ Fitness |

3. b. Please check the flag(s), if any, you are seeking

- | | | |
|--|---|---|
| ☐ Writing Intensive | ☐ Global Diversity | ☐ U.S. Diversity |
|--|---|---|

Request for Curriculum Council Action (page 2 of 2)

3. c. Does this course already carry Shared Curriculum credit? ☐ Yes ☐ No

If yes, which category/flag? _____

Will the existing category/flag remain? ☐ Yes ☐ No

4. Please insert here the proposed catalog course description. Course descriptions should be limited to no more than 50 words. The description must include (a) title; (b) prerequisites; (c) Shared Curriculum category and/or flag; and (d) when offered, although those four items do not count against the 50-word limit.

5. Please list any prerequisites: _____

6. When will this course first be offered? *(cannot be current or past term)* _____

7. Please indicate how often course is offered. *Check only the single item that best describes this course. Because these are the only intervals used in the University Catalog, please do not edit or alter the list to fit a particular course. For example, if your course is offered every third year—an interval that does not appear in the Catalog—you might choose “Offered as needed” or “Offered occasionally” instead. Courses that cannot be offered at least every four years should not be proposed.*

- | | | |
|---|--|--|
| ☐ Offered each semester | ☐ Offered in alternate years | ☐ Offered in alternate years, Summer Term |
| ☐ Offered each fall semester | ☐ Offered in alternate years, fall semester | ☐ Offered annually |
| ☐ Offered each spring semester | ☐ Offered in alternate years, spring semester | ☐ Offered every third semester |
| ☐ Offered each Summer Term | | ☐ Offered by arrangement |
| ☐ Offered occasionally | | ☐ Offered as needed |

8. What type of instructional modality will this course have? *Note that if this course will be taught online, be sure to collaborate with the Instructional Designer and Educational Technologist via the Thorpe Center to ensure all requirements for online teaching are met after receiving approval from CC. More information about this process can be found on Thorpe’s website.*

☐ In-person ☐ Synchronous ☐ Asynchronous ☐ Hybrid

9. If your proposal is approved, would you be willing for the Thorpe Center to use it as an exemplary submission in the online Curriculum Council Handbook? ☐ Yes ☐ No

10. a. Is/are any other department/program(s) affected in any way by this request (e.g., course is cross-listed, team-taught, required or elective in another major or minor, etc.)?

☐ No ☐ Yes – In what way? _____

Signature of the Chair(s)/Dean(s)/Director(s) of the Affected Department(s)/School(s)/Program(s)

10. b. If this proposal is for a Gateway course, does it overlap with any existing courses at IWU?

☐ No ☐ Yes – In what way? _____

Signature of Existing Course Instructor

11. The Curriculum Council assumes that the faculty members of your department/program have seen and approved of this request. Please sign below if this assumption is correct:

Signature of Faculty Member Primarily Responsible for This Proposal

Signature of the Chair(s)/Dean(s)/Director(s) of the Affected Department(s)/School(s)/Program(s)