

## New Course Proposal Guidelines (revised 2025)

The following serve as guidelines when reviewing for approval of a New course proposal.

Please follow each step to assure the completion of the New Course form in Coursedog.

### Coursedog

1. Visit the Faculty Senate Website: Gain access through following instructions on Faculty Senate “curriculum” tab
2. Read the Curriculum Calendar to note University Deadlines (also check about your college’s)
3. Common Errors /Recommendations in completing the Form:
  - The course description is longer than when doing paper forms prior to fall 2024, now limited to 350 characters (including spaces and symbols).
  - Course objectives need to be measurable and reflect level of course– see 1d. below
4. All supporting documents should be included (e.g., email(s) communication with other departments on duplication/overlap) – Does the course content represent an area of expertise or duplication typically taught by another Department/School
  - *Does this proposed change impact the assessment process of a program or certificate?* This question refers to the student learning outcomes of a degree program and the specific courses used to gather student artifacts to assess critical thinking, communication, content knowledge, etc. Typically, courses that reflect culminating experiences of a degree are identified in the assessment plan.
5. Insert the justification in the Coursedog form, which clearly and accurately describes the rationale for the course. Provide enough information that a reviewer from another discipline can understand the request.

### Syllabus

The following link can be used to get assistance from the Center for the Advancement of Teaching on creating Student Learning Outcome:

<https://cat.fiu.edu/services/schedule-a-consultation/index.html>

- 1) Required Syllabus Components:
  - a) This is a Generic Syllabus not specific to any semester
  - b) Course Prefix, number, and full name as stipulated on the new course form.
  - c) Prerequisites and co-requisites (if any are included on the New Course form).
  - d) Course Description: The description from the New Course form must be reflected (but does not have to be verbatim) . A detailed description is acceptable to provide students with a more specific course overview. This can be an opportunity to provide a more thorough overview including how this course fits within a student's program of study, develops critical thinking required for success in the field, etc.
  - e) Objectives/Learning Outcomes: Include student learning outcomes and ensure that they are written using measurable verbs (e.g., [Bloom’s Taxonomy](#)). Note that the Faculty Senate review Curriculum process includes determining the course outcomes reflecting the higher-level learning of a college course (lower division, upper division, graduate). **This is the most frequently cited deficiency when proposals are returned to Author.**
  - f) Required purchases, including texts (ISBN), lab supplies, artistic supplies, and professional and ancillary items. If there is no required text, a preliminary list of readings should be included to reflect the depth of learning expected of students. Texts/readings should be from valid sources with explanation as to the inclusion of “classic” materials.
  - g) Grading standards to be used in calculating final grades.
  - h) A tentative outline that includes essential topics in a weekly format to provide a sense to the review committee of the amount of time devoted to course material along with anticipated week due dates: assignments, performances, artistic submissions, and examinations.
  - i) Performance measures for evaluation in awarding final grades. The description of the significant

assignments should reflect appropriate rigor for the course level (lower division, upper division, graduate).

- j) Any instructor and department policies that may impact a student's enrollment or final grade.

The following documents can assist with ensuring that the submitted syllabus meets all the requirements:

[Faculty Handbook](#) (Pages 35-39)

**Syllabi Requirements**

[Policy and Procedures Library - 300.010 Course Syllabi Requirements](#)