

# Curriculum and Requirements Committee

## FAQs

The Curriculum and Requirements Committee has been working to streamline and regularize our process. While specific questions asked of you at a meeting will vary according to your circumstances, the following are commonly asked. This will provide you with some explanation, so you and your faculty are fully prepared. Please know that there is no *right* answer to any of these questions. We simply ask that you have thought through the implications.

- 1) **Has this course been taught as a special-topics?**
  - C and R tries to pass courses that have been tried and have demonstrated success. For this reason, we request that new courses run at least once as special topics designation. We understand that this is not always possible, especially when a new course will be a core requirement for a major or minor. But, we find that it works for most.
- 2) **What sequence rotation or frequency will this course be offered?**
  - Are you planning to offer this course every year or every five years? We are hopeful that the courses that are passed and go into a catalogue accurately represent what we actually teach.
- 3) **Are there other faculty who could teach this course/syllabus?**
  - We are cognizant that you may be a specialist and the answer could be *no*. However, we ask that the department always think about the longevity of a course. If you were to leave or go on sabbatical, does the course suddenly become impossible to deliver?
- 4) **What is expected of a syllabus?**
  - Understand that this syllabus will *the* official syllabus on file and that while courses always develop, any significant change to the syllabus needs to come back to C & R.
  - Particular attention is paid to seeing that a syllabus has a 16-week schedule.
  - When requesting an area requirement, gen-ed requirement, or other flags, please resubmit syllabus with added language.
  - Does the syllabus address the modality of the course being delivered? (online, in person, hybrid)
  - Are grading structures clearly explained?
- 5) **What is the impact of your department, college, students?**
  - Are your plans for the course realistic based on the faculty you have or expect to have? Again, C and R does not like to pass courses that won't be viable.
- 6) **Who should represent a course at C and R?**
  - Generally, it is expected that the person who has created the course shall present at C and R. However, we recommend that a Chair or Director join if the faculty member is new and may not be able to answer programmatic-level questions. We have denied courses only to find later that the person presenting incorrectly represented something that a Chair may have known.
- 7) **Are you *certain* that your course does not overlap with another course in the college?**
  - Please make sure this question is fully considered. Territorial disputes are normal in higher education, but the committee doesn't like to mediate those areas. We ask that any possible overlaps be discussed before the meeting.
- 8) **Does your upper division course have prerequisites?**
  - Please be sure that upper division courses have a listed prerequisite so that our numbering system actually means something. The logic is that if *anyone* can take your 4000-level course, why isn't it a 1000-level?
  - This is not as bad as it sounds. Pre-recs do *not* have to be a specific class. It can be class standing, a number of credits completed at UCCS, whatever. For those talented freshmen wanting to take upper division courses their first semester, remember that you can always add "...or consent of instructor."

University of Colorado Colorado Springs  
**COURSE INVENTORY FORM**



New Course   
Course Revision   
Inactivate Course

Complete this form for each **new course, course revision, or course inactivation.**

Effective Term: \_\_\_\_\_  
Term Year

College/School/Program \_\_\_\_\_ Subject \_\_\_\_\_ Course Number \_\_\_\_\_

Comments: \_\_\_\_\_

Extended Studies only course? Yes  No

1. Course Title for ÔVNSIS (29 character limit, including spaces) \_\_\_\_\_

2. Full Course Title \_\_\_\_\_  
(Course level and course career will be determined by the course number.)

3. Catalog Description. (Please limit description to 40 words. Attach separate sheet if description will not fit in space.)

4.  Explore  Navigate  Sustainability  Inclusiveness  Summit  Writing Intensive

5. Printed Course Requisites: \_\_\_\_\_

6. Enforced Course Requisites (Department must have approval from A&R): \_\_\_\_\_

7. Cross Listing: \_\_\_\_\_

8. No. of Credit Hours Fixed: \_\_\_\_\_ Variable, From: \_\_\_\_\_ To: \_\_\_\_\_

9. Is course offered only pass/fail? Yes  No

10. Can course be repeated for credit? Yes  No  If yes, max # of hours: \_\_\_\_\_

If course can be repeated for credit, can it be repeated in same term? Yes  No

11. Type of course (Check One):  Lecture Only  Lecture/Recitation  Lecture/Lab  
 Main Lab Section  Seminar  Practicum  Internship  
 Studio  Clinical  Other (Be specific) \_\_\_\_\_

12. Anticipated enrollment number in each activity type, e.g., 120 Lec, 30 Lab: \_\_\_\_\_

13. Will course be offered exclusively online? Yes  No

a. Request prepared by \_\_\_\_\_ Date \_\_\_\_\_  
*Instructor(s)*

b. Approved by Department \_\_\_\_\_ Date \_\_\_\_\_  
*Head of Department*

c. Approved by appropriate College Committee \_\_\_\_\_ Date \_\_\_\_\_

d. Approved by Dean of College \_\_\_\_\_ Date \_\_\_\_\_

e. Approved by Compass Curriculum Dir \_\_\_\_\_ Date \_\_\_\_\_

f. Approved by Graduate School \_\_\_\_\_ Date \_\_\_\_\_  
*\*Required only if a graduate level course.*

Entered by: \_\_\_\_\_  
Date: \_\_\_\_\_

1. Is this a new or revised course? **New**  **Revised**
2. Curricular Purposes of Course (*Please answer both questions.*):
- a. Will this course be a required core course for your major or minor? **Yes**  **No**
- b. Will this fulfill a college area requirement? **Yes**  **No**

If area requirement, is it: **Social Science** **Natural Science** **Humanities**  
*If yes, please **include** the Area Requirements form.*

- c. Will this fulfill a college DOG requirement? **Yes**  **No**

If DOG requirement, is it:

**Cultural Diversity** **Oral Communications** **Global Awareness**  
*If yes, please **include** the requisite form.*

3. Relation to Other Courses:
- a. This course is to be a formal prerequisite for \_\_\_\_\_  
*(name course or courses)*
- b. Having checked the Course Bulletin, does your course overlap with any other course, either in your department or in another department? **Yes**  **No**

If yes, contact the department chair or faculty member whose course may overlap.

Please name the common topics and course(s):

Topics	Courses
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

**Please indicate with whom you spoke and the reasons why overlapping is justified:**

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c. If this is a revised course:

- (i) Do the revisions affect the prerequisites for this course and has this been discussed with the appropriate individuals? **Yes**  **No**

With whom? \_\_\_\_\_

- (ii) If this course is a prerequisite for other courses, have the changes been discussed with appropriate individuals? **Yes**  **No**

With whom? \_\_\_\_\_

4. Please state the reasons for offering this course at the present time and how it fits the development of the educational program in your department. \_\_\_\_\_

5. Required Readings (*indicate all appropriate journals and texts*) \_\_\_\_\_

6. Impact of the course on library facilities (*Are current holdings adequate? Are new books and/or periodicals needed?*) \_\_\_\_\_

7. Will you ask for a course fee for this course? Yes  No

8. **ATTACH A TOPICAL OUTLINE OR SYLLABUS OF THE COURSE** -- Include major and minor headings with principal topics covered and approximate number of class hours devoted to each topic, **including a specified 16-week syllabus and student learning outcomes (SLOs)**. Make sure that the evaluation criteria are clearly stated. *Please be specific and inclusive.*

NOTE: If the proposed course is a reorganization of, or an important change in, an existing course, prepare the outline so as to show the exact nature of the change or reorganization.

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**Please Double Check that the:**

- proposed course number is available. (*see your department chair, department assistant, or Lily Cosgrave x. 5162 or lcosgrav@uccs.edu*)
- prerequisites are clearly stated
- potential for overlap with another course has been investigated
- appropriate course type is checked - if you don't know, check Other and write a brief description

To calculate contact hours per credit please use the chart below:

Lecture - Recitation - Seminar	800 minutes/semester = 1 credit hour
Lab: Academic or Clinical - Studio Art - Independent Study - Instructional Lab - Practicum - P.E. & Recreation	1600 minutes/semester = 1 credit hour
Field Instruction - Studio Music - Student Teaching	2000 minutes/semester = 1 credit hour
Internship - Clinical Internship - Cooperative Education	2400 minutes/semester = 1 credit hour

e.g., a 3-credit lecture course will involve 2400 minutes (40 hours)/semester of time spent in class