Tuskegee University
Faculty Senate Academic Affairs Committee

New Course Approval Questionnaire

1. a) Is there a need for the proposed course?
   b) Does the course meet the goals and mission of the university.

2. a) Is the proposed course interdisciplinary in nature?
   b) If so has the proposed course been approved by all departments that might be interested in the course proposal?

3. Is the proposed course required in a particular major? Please provide a curriculum sheet and indicate when the proposed course should be taken?

4. Is the proposed course similar to any existing courses? Include a clear statement which shows that a thorough examination has been made of existing courses in other departments/colleges and discuss to what extent the proposed course duplicates or overlaps existing courses. If course duplication occurs, provide justification for a similar course and a description of dialogues that have occurred with the department(s) where the duplication exists. A course duplication will typically require a letter of support from the department that currently offers the course.

5. a) Provide a course description as it would appear in the course catalog. See the course catalog description below for proper formatting:

   ENGL 0102. ENGLISH COMPOSITION II. 1st and 2nd Semesters, Summer. Lect. 3, 3 credits. A continuation of ENGL 0101 emphasizing persuasion, critical analysis of literature of various genres, library and Internet research techniques, and the research paper. Prerequisite: ENGL 0101

   b) Clearly outline the objectives of the proposed course.
   c) Describe the expected student learning outcomes.
   d) Give the number of credit hours.
   e) Indicate the semesters during which the proposed course will be offered.
   f) Indicate the course hours and proposed meeting times

6. Include a list of proposed prerequisites and corequisites for the proposed course. Include the course names and corresponding course numbers. Also include any degree requirements. Please note that if no prerequisites are required, a first semester freshman from any major can enroll in the course. Consequently, even if no specific courses are prerequisites, it may be appropriate to indicate a particular class standing such as “Junior Standing.”
7. a) Describe plans to assess student learning?
    b) Indicate the grading scheme that will be used (eg. A – E or U/S or P/F).

8. a) Provide a list of topics to be covered in the proposed course as well as the
    media to be used for delivery (eg. lecture, lab, online, etc.).
    b) Include a list of course material (eg. texts) to be used.

9. Indicate the projected enrollment in this course for the first two years.

10. Provide information concerning the university resources that will be required
    by the proposed course.
    a) Are qualified faculty available to teach the course? Give the names and
       qualifications of the faculty. Please list specific qualifications such as
       terminal degree area, similar undergraduate and graduate courses
       completed, relevant teaching and work experience, scholarly works, etc. It
       is preferable to have more than one faculty member who can teach a
       course in the event of sickness or attrition. Please list both the primary
       faculty member and the most qualified secondary faculty member.
    b) Is the equipment/software/technology required by this course currently
       available? Detail plans to acquire any required resources that are not
       currently available.