

**Northern Essex Community
College Academic Affairs
Committee Guideline for Course
Proposals**

- **All course proposals must be submitted on the latest version of the Course Proposal Form that is posted on the website. <http://facstaff.necc.mass.edu/wp-content/uploads/2009/07/Course-Proposal-form.doc>**

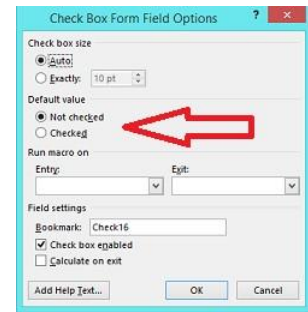
- **Submission deadlines for Special Topics Courses are September 15th and December 15th all other proposals are due by October 15th and March 15th.**
The committee will make every attempt to review all proposals submitted by the posted deadline by the end of the corresponding semester. Implementation of a Special Topics course will be one (1) semester following the semester of approval. Implementation of a new or revised course will be one (1) year following the semester of approval. **Late or incomplete submissions or will cause a delay in the implementation.**

- **Special Topics**
The designation of a special topics course allows for slightly greater flexibility and provides a mechanism to run a course on a trial basis. In some cases they may not require full committee review and will be approved by the Chair of the Academic Affairs Committee. All Special Topic requests must be approved at least **one semester** prior to implementation. A Special Topics Course may be scheduled a **maximum of four times**. A Course proposal form must be submitted **every time**. If it is determined that the course should become a regular class offering, a **New Course Proposal** must be submitted. If it is determined that a Special Topics course will no longer be offered a **Course Inactivation** must be submitted.
When submitting a special topics course for the 2nd, 3rd or 4th run, both 1a and 1b must be completed. Fill out side 1a with current information and all information in side 1b with any changes indicated in bold font.
Note: Special Topics courses may be used as program electives but may **not** be designated as a program requirement.

- **Assistance**
If you have any questions about completing forms or about other committee procedures please contact committee members from your division or the committee chair, Patricia Willett pwillett@necc.mass.edu.

- **Formatting**

All forms posted on the AAC website are formatted in MS Word. Please do not change the formatting of the forms. On all forms: to check or uncheck a box, please double click on the box, a window will open and you should change field options to "checked" or "not checked" and click on **OK**.



- **Please answer all questions on the form. Do not leave any area blank.**

The information requested is needed to fully evaluate the viability of a course and ensure the accuracy of academic advising and college publications. The explanations should be clear and concise. It is important that a reader who is unfamiliar with the course and the college will understand it. **If the proposal form is incomplete or the signatures are missing, it will be returned to the proposer and will cause a delay in processing and implementation.**

- **High Cost Course Fees (page 1)**

The high cost course fee is assessed on specific courses based on those that require a lab component, special equipment, technology, specialized software, or additional personnel, such as laboratory technicians or clinical coordinators, to support instruction. All health courses are assessed a fee. There are three additional levels of fees that may be assessed, depending on the expenses involved in a course: these rates are \$5, \$10, and \$15 per credit. If the course is an Online or Hybrid course that is NOT on the High Cost Course list, then that course will be charged a Level 1 High Cost Program Fee of \$5.00 per credit. If the Online or Hybrid course is on the High Cost Course list, then the course will be charged the fee as it appears on the list. The high cost course listing can be found on the website; <http://www.necc.mass.edu/getting-started/cost-of-attendance/>

- **Course Descriptions (page 1)**

Course Descriptions are limited to a maximum of 800 characters. Additional requirements such as minimum grade criteria or CORI\SORI\CHRI should be noted at the end of the description.

- **Major Restrictions (page 2)**

If the course is part of a criteria-based program, defined as a program with special admissions requirements and enrollment is restricted to students in that program that designation must be identified in 1a and 1b on page 2 of the course proposal form.

- **Intensive Course Designation; Core Academic Skills (page 2 & question 9)**

The Core Academic Skills Committee will be accepting applications for intensive course designations between April 1st and September 21st, for implementation in the *following* academic year. Applications and any supporting materials should be sent to the Core

Academic Skills Steering Committee. **Note** that courses which require catalog description change must subsequently be presented to the Academic Affairs Committee by October 15th or March 15th. Thus, it is recommended that you begin the process at least 3 semesters prior to the intended implementation date.

More information is available on the website; <http://facstaff.necc.mass.edu/faculty-resources/program-review-outcomes-assessment/core-academic-skills/>

- **Impact on programs** (question 6)
Some course changes or new courses will require that a program revision also be complete (Examples include a change of course description, course number, course credits or contact hours)
- **Consult with other departments**(question 6)
If the course under review or revision services other departments or is a required course in another program it is important to contact the department chair and dean of the affected area so that any impact on that program can be evaluated. Signatures must be obtained from all departments/areas affected.
- **Transfer** (question 10 & 11)
All proposals must include specific information regarding transfer. Contact Grace Young gyoung@necc.mass.edu for assistance with evaluating the transferability of any course. Documentation of transfer evaluation must be submitted with the proposal (A copy of the email communications is sufficient).
- **Course Outcomes** (question 12)
Learning outcomes as listed in the course syllabus must be included on the form. Student Learning Outcomes (SLOs) for an academic program or course are defined as the knowledge, skills, or behaviors that the students should be able to demonstrate upon completion. Assistance with developing outcomes proposers are advised to contact Suzanne Van Wert svanwert@necc.mass.edu
- **Syllabus**
A sample syllabus **must** be included with all course proposals.
- **Submission Process**
Once the form is complete and approved by your department and supervising Dean, send the form, sample syllabus and any other supporting documents to the Committee Administrative Assistant Jane Bailey, jbailey@necc.mass.edu and all required signators on the proposal form. When obtaining electronic signatures, the proposer should instruct all signers to send an email to the originator of the proposal to indicate their approval and authorizing the use of their electronic signature with a cc to Jane Bailey. **All signatures must be obtained before any proposal will be reviewed.**