***PROPOSAL FOR A NEW COURSE***

1. Suggested course number and title:
2. Course description as it would appear in the catalog (indicate any prerequisites)
3. Indicate the frequency of this new course offerings, including when the course is expected to be taught next and the mode of delivery (e.g., ABCXXX *is offered every other year, in the Fall semester, in-person*.)
4. Rationale for the addition (e.g., gap in program curriculum, student interest, comparison to other institutions)
5. Please list the course Student Learning Outcomes and indicate how each will be assessed.

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| **SLO** | **Assessment Method** |
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1. Relationship of the course to existing programs:
   1. Will the course allow students to fulfill a Gen Ed capability?
2. Will the course be a requirement or elective for a major/minor?
3. Impact on other programs:
4. Impact on staffing (not only in the “home” department or division, but in other areas as well).
5. Impact on Library and technology resources (e.g., analysis of gaps in holdings, additional databases, media, library equipment, Information Literacy expectations, etc.)
6. Reflect on the ways in which this course addresses diversity, equity, and inclusion (DEI).
7. If applicable, provide evidence of course content alignment with Content Area Standards for meeting teacher certification requirements:
8. Where appropriate, provide a descriptive statement to be included in the Advising Manual:
9. Provide a sample syllabus that includes an outline of contents (e.g., topics, readings, etc.) as well as the SLOs and assessments listed in question 3.