

## BARRY F. BOX CURRICULUM COUNCIL

### Proposal Development Guide & Common Issues Checklist

To submit a course addition, course modification or course deletion proposal to the Barry F. Box Curriculum Council, go to the CIM (Course Inventory Management) System website at <https://next.catalog.msstate.edu/courseadmin/> and either click “Propose New Course” or search for the course you wish to modify in the list of existing courses and click on it in the listing of all university offerings. Then click on the appropriate type of proposal: Modify Course, Delete Course, or Technical Change. For information on what constitutes a Technical Change, please see page 28 of the UCCC Guide and Format ([http://www.uccc.msstate.edu/proposal/GuideandFormat\\_2014.pdf](http://www.uccc.msstate.edu/proposal/GuideandFormat_2014.pdf) ). For course modifications, course deletions or course additions, fill in each of the “red boxes” of the “proposal template” being sure to remain consistent with the course syllabus that will be included with the proposal.

While preparing course addition or course modification proposals, please refer to the UCCC Guide and Format ( ), as well as the following common issues checklist (please note this list is not exhaustive):

- **Consistency** is a must – the **course title** on the syllabus must be identical to the title stated on the course proposal template; the **catalog description** on the syllabus must be identical to that which is included in the course proposal template; the **Course Outline/course content** provided in the syllabus must be identical to that which is provided through an uploaded PDF document within the course proposal template; and the **Method of Evaluation** included in the syllabus must be identical to what is provided within the course proposal template.
- **Campus Designations:** **Campus 1** refers to courses offered on the Starkville Main Campus, **Campus 2** refers to courses offered on the Meridian Campus, and **Campus 5** refers to courses offered via Distance Education.
- For course modification, the “**Itemized List and Description of Changes**” must include **all** proposed changes and justification for each individual item in the list must be provided; these should be evident when the current syllabus is compared to the proposal syllabus.
- The **Learning Outcomes** stated within the proposal template are to be different than the specific Course Objectives found in the proposed course syllabus. The Learning Outcomes should be broader than the course objectives. The Learning Outcomes should be the more holistic goals of the course which are realized once the course objectives have been met. These statements aren’t necessarily measurable or observable.

- Based on Common Issues with proposals/syllabi, answering the following questions may be helpful:
  - Are the pre-requisite/co-requisite course numbers accurate?
  - Is the Catalog Description complete? Does it contain the three elements of a Catalog Description (see Syllabus Development Guidelines) in both the Proposal Template and the Course Syllabus?
  - Are the Suggested Student Activities must be linked to and aligned with the Course Objectives? Are the Learning Outcomes different and broader than the Course Objectives?
  - Within the Method of Evaluation, is attendance less than or equal to 10% of the final grade?
  - Is the metric used to define grades (A-F) consistent with the weights assigned to the assessments used to determine that grade? That is, are all references to grades either in percentages or raw points, but not a mix?
  - Are the uploaded document files clearly named and attached to the correct place within the proposal template? (Check that all uploaded PDFs actually open when clicked.)
  - Is the justification for the course addition or modification clearly articulated with convincing evidence?
  - Is the listed number of contact hours accurate for the number of credit hours and type of course being proposed? (15 contact hours per credit hour of lecture; 30 contact hours per credit hour of lab.)
  - Are Letters of Support with all needed signatures provided with the proposal?
  - Are the contact hours by topics listed on the Course Outline that is uploaded and within the Course Syllabus?
  - Is any possible duplication with other courses addressed?

*(Created July 2015 by the Barry F. Box Curriculum Council)*