



# Curriculum Committee Proposal with Jenzabar EX Catalog

College of Southern Idaho

This proposal to be presented to the Curriculum Committee Chairperson ten (10) days prior to Curriculum Committee Meeting for dissemination to the committee members.

Requestor Name \_\_\_\_\_

Request Date \_\_\_\_\_

Department \_\_\_\_\_

Implementation Semester \_\_\_\_\_

Instructor \_\_\_\_\_

45 hours required per term  
to Generate 1 Credit

### Contact Hours

	In Cls	Hm Wk	# Hrs Per Semester	Check if Applicable	Terms to be Offered
<b>Lecture</b>	15	30	# _____ Lecture	<input type="checkbox"/> Independent Study	<input type="checkbox"/> Fall
<b>Lab</b>	30	15	# _____ Lab	<input type="checkbox"/> Seminar	<input type="checkbox"/> Spring
<b>Clinical</b>	45	0	# _____ Clinical	<input type="checkbox"/> Internet Course	<input type="checkbox"/> Summer

### Action Requested (Check all that Apply for one action only)

Action	Add to Gen Ed Core	Non-Core Course	Program Requirement	Add to Catalog	Information Only
New Course Addition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Old Course Change*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Retirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### TEAMS Elite Catalog

\*ONLY Mark the 'Chg' (change) box next to whatever is changing if this is a course change.

**Chg**  **New Course** \_\_\_\_\_ **Current Course** \_\_\_\_\_  
**Number:** Discipline (4 char) Number (3-5 char) **Number:** Discipline (4 char) Number (3-5 char)

**Chg**  **New Course Title:**  
**Long (35 Char):** \_\_\_\_\_  
**Short (15 Char):** \_\_\_\_\_  
**Current Title:** \_\_\_\_\_

**Chg**  **Credit Hours:** New credit hours: \_\_\_\_\_ **Fixed:**  **Chg**  **Repeatable:** Yes:  No:  **Chg**  **Enrollment Defaults:** Maximum: \_\_\_\_\_ Minimum: \_\_\_\_\_  
 Current credit hours: \_\_\_\_\_ **Variable:**  Max Cr Hrs: \_\_\_\_\_

Use only if the course may be repeated and the credits accumulated. The catalog description must so state.

**Chg**  **Catalog Description:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Chg**  **Instructional Method: (Check one only)**  
 EX-Exam  
 CC-Coop/Clinical  
 IN-Individualized/Correspondence/Video Tape  
 IT-Internet/Computer Network

LB-Lab  
 LC-Lecture  
 TC-Telecommunications  
 TV-Televised/Radio

**Chg**  **Grade Type:**  
 LT-Letter  
 PF-Pass/Fail  
 NG-Not Graded

**Rationale for Action:**

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**Relevance of the course (college or university parallel, occupational, community service, etc.)**

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**New physical materials and/or personnel required (visual aids, equipment, facilities, library books, etc.)**

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**Incomplete proposal forms will be returned to the requestor  
No area of this form may be completed with 'See Attached'**

**Financial Impact** (to be filled out by the Executive Vice President & Chief Academic Officer)  Reallocation of funds  New monies needed

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**Curriculum Committee Vote**

# Yes \_\_\_\_\_ # No \_\_\_\_\_ # Abstentions \_\_\_\_\_

Curriculum Committee Chairperson's Signature \_\_\_\_\_ Date \_\_\_\_\_

It is requested that the person making the proposal and the respective chairperson be available for the first curriculum committee meeting when the proposal is under discussion. A period of one month shall elapse between the first presentation to the committee and the vote on the proposal. The waiting period may be waived by a simple majority vote of the committee.

**Action by the Executive Vice President & Chief Academic Officer**  Approved  Disapproved – Reason \_\_\_\_\_

Signature of the Executive Vice President & Chief Academic Officer \_\_\_\_\_ Date \_\_\_\_\_

**Note: Attach additional documentation i.e. letters of support, articulation agreements, special budget information, etc.**