Course Revisions and Proposals for New Courses

Submission Instructions:

1. Please submit proposals to the **COI representative from your Divisional Executive Committee** (HEC, NSEC, SSEC) no later than **the first Monday of each block**. Committee representatives need time to review proposals, ask questions and gather more information, if necessary. Check with them for possible earlier deadlines.

2. If divisional committee approves, it will forward proposals to the **Committee on Instruction (COI)**; the COI reviews proposals the **second Wednesday of each block**. Approved proposals will be included in the faculty meeting agenda of the same block.

3. All proposals must be submitted as an **electronic WORD document**. PDFs will not be accepted. Use **CALIBRI 11** (font and font size, respectively) so that the proposals, once approved by COI, can be inserted easily into the faculty meeting agenda.

4. Each example below provides a **format for a particular type of proposal**. All proposals must follow the format and include the type of information presented in the example that is most similar to your request. Although you may not see an example that exactly matches the nature of your request, you can make adjustments depending on whether you are requesting a change in course enrollment limits, a change in level, or a change in unit, etc.

5. **Course Additions** refer to proposals for new courses. Note: the Registrar assigns course numbers, but proposals can indicate the appropriate course level such as SO2?? for a two-hundred level sociology course.

6. **Course revisions** pertain to changes in course title, description, prerequisites, units of credit, enrollment limits etc. You will need course catalogue information on course.

7. **Course descriptions and rationales** should be as clear and concise as possible. Please describe the essential details of the course in **no more than 50 words**. Include the reasons for the proposed addition or change in the rationale, not in the course description. The rationale should also be brief and succinct, **no more than 150 words**.

8. **Changes in a Department or Program Major** should be presented to your divisional committee, and then to the COI so they can appear in the faculty meeting agenda as FYI, even though these changes do not require faculty approval.

**Example A: Proposal to Add a New Course**

The Department of Chemistry and Biochemistry proposes a new course **CH480: Advanced Metabolic Pathways**, with the approval of the Natural Science Executive Committee and the Committee on Instruction.
Add: CH480: Advanced Metabolic Pathways. Investigation of the regulation and energy transduction processes in protein metabolism and cholesterol synthesis, with emphasis on integration of material with carbohydrate and lipid metabolism. Special emphasis will be on presentation of scientific literature related to inborn errors of metabolism. Laboratory included.

Prerequisite: Chemistry 382. 1 unit.

Rationale: Following the eighth block offering in the 2012-2013 academic year a version of this course will have been offered 3 times as a special topics course (CH 400, Advanced Topics in Chemistry: Metabolism). Continued offering requires an official course designation. The course has been well received by students and the chemistry department would like to make it a permanent addition to our offerings. CH 480 - Advanced Metabolic Pathways is intended to provide a deeper investigation into the regulation of metabolic processes. The course expands upon the basic carbohydrate and lipid pathways that were introduced in CH 382 – Biochemistry I. The curricular changes that were introduced by the Chemistry and Biochemistry department in the academic year 2010-2011 allows students increased flexibility to take advanced topical courses in their particular field of chemistry. This course will provide Chemistry and Biochemistry majors an additional opportunity to delve deeper into the chemistry of biological processes.

Library Impact: No impact. The course has been taught twice as a topics course and has not needed any new library resources. The resources needed were already available because they overlap with what we use for Biochemistry II.

Technology Impact: None.

Examples B: Proposal to Change a Course Title, Description, Prerequisite, etc.

This format can be used for proposed changes in course title or description, units of credit, enrollment limits, etc. Please include the original course description and information as it is presented in the most current course catalogue, followed by the newly proposed version.

Example B1:

The Department of English proposes the following changes to the title, course description, and prerequisite for EN365: British Romantic Authors, with the approval of the Humanities Executive Committee and the Committee on Instruction.

Current title and description

EN365: British Romantic Authors: Principal works of selected authors, such as Wordsworth, Coleridge, Blake, Byron, Keats, the Shelleys, Hazlitt, and Lamb, with attention to formal, critical, and historical issues.

Prerequisite: EN221, EN250, or consent of instructor. 1 unit.

Proposed title and description

EN365: British Romantic Poetry
Principal works of selected Romantic-era poets, such as
Wordsworth, Coleridge, Blake, Smith, Barbauld, Burns, Robinson, Byron, Keats, the Shellesys, Hemans, and Clare, with attention to formal, critical, and historical issues.

**Prerequisite:** EN221 or consent of instructor. 1 unit.

**Rationale:** The changes to title and course description serve to indicate that this course centers on the poetry of the era and the philosophical and aesthetic concerns of the Romantics rather than on their biographies. The changes to the course description reflect current critical views by recognizing the growing diversity and breadth of the Romantic literary canon, more specifically the crucial role of the era’s female poets and their place alongside their male contemporaries. The change of prerequisite also focuses emphasis on the works themselves by requiring students to have a solid grounding in prosody, poetic form, and poetic periodization before taking on more advanced literary study of a specific literary movement. The current prerequisite option of literary theory (EN250) might prove useful to students in EN365, but a firm grounding in poetry (EN221) is simply vital.

**Library Impact:** None

**Technology Impact:** None

**Example B2:**

The Department of Sociology proposes to change the course description and prerequisite for SO203: Sociology of Sexuality, with the approval of the Social Science Executive Committee and the Committee on Instruction.

**Current course description and prerequisite**

**SO303: Sociology of Sexuality**
The ways in which sexual identities, desires and practices are socially constructed and, as such, how they vary historically and culturally. The course will address a range of theoretical and methodological approaches that have contributed to the sociological study of sexuality, including psychoanalytic theory, survey research, social constructionism, feminist theory, critical race theory and queer theory. Specific topics include the political economy of sex; the construction of sexual identities; intersections of sexuality, gender, race and class; social movements; sexuality and institutions; families; marriage and "moral panics."

**Prerequisite:** Any 200-level Sociology course or Consent of Instructor. (Also listed as Feminist and Gender Studies 303.) 1 unit.

**Proposed course description and prerequisite**

**SO303: Sociology of Sexuality**
An advanced examination of the ways in which sexual identities, desires and practices are socially constructed and, as such, how they vary historically and culturally. The course will address a range of theoretical and methodological approaches that have contributed to the sociological study of sexuality, including psychoanalytic theory, survey research, social constructionism, feminist theory, critical race theory and queer theory. Specific topics include the political economy of sex; the construction of sexual identities; intersections of sexuality, gender, race and class; social movements; sexuality and institutions; families; marriage and "moral panics." Offered in some years as a field research and writing course.
**Prerequisite:** Any 200-level Sociology course and Consent of Instructor. (Also listed as Feminist and Gender Studies 303.) 1 unit.

**Rationale:** The department proposes admission to the course by consent of instructor. Engagement with course content requires comprehension of sociological theory and a high level of psychological and emotional maturity. In addition, in some years the course will include field trips to sites in which students’ level of adjustment and maturity are paramount.

**Library Impact:** None

**Technology Impact:** Minimal. Course will utilize existing lab space.

**Example C:** Presenting Changes to a Major (Note that proposal includes 1) a proposal to add a course and 2) a proposal to add the new course into the major.

The Department of Computer Science proposes a new capstone course, **CP499: Senior Project** with the approval of the Natural Science Executive Committee and the Committee on Instruction.

**ADD: CP499: Senior Project**
Software project in computer science approved by the student’s advisor. Students design, document, implement, and test a long-term software project. Required for majors in computer science.

**Prerequisite:** Computer science major, senior standing. 1 unit.

**Rationale:** This course adds a capstone to our computer science major. Students would draw on their previous courses and apply principles of design and analysis to a longer term software project. The end result would require both a well-documented program and a written report analyzing the design and evaluating the efficiency of the software.

The Department of Computer Science proposes changing the prerequisites for the upper division courses with the approval of the Natural Science Executive Committee and the Committee on Instruction.

**Changes to Prerequisites:**
All 300 and 400 level courses will have the following prerequisites: CP215, CP222, CP275. This change applies to the following courses and will be changed in the catalog:

- CP341: Topics in Computer Science
- CP342: Distributed Systems
- CP344: Database Systems
- CP355: Independent Study
- CP360: Computer Graphics
- CP365: Artificial Intelligence
- CP405: Theory of Computation
Rationale: Our current prerequisite structure was designed to lead the students through the curriculum in a little more structured way. However, since our program is small, scheduling classes appropriately has proved to be a problem. By guaranteeing that students taking upper division courses have the correct background, we feel that our courses will continue to serve their purpose in the development of the major. This simplification of the prerequisite structure will make it easier to schedule courses.

The Department of Computer Science submits the following changes to the major with the approval of the Natural Science Executive Committee and the Committee on Instruction.

Changes to Major:
In addition to the general college requirements, a major in computer science must complete:
CP122, MA126 and MA129
CP222 and either MA201 or MA251 (a student should complete these before declaring the major);
CP215 and CP275
One unit from CP342 and CP344
One unit from CP360, CP365, CP341
CP405 and CP407
CP499

A student majoring in computer science must also attend at least four department seminars or department-approved talks after declaring the major and submit a one-page summary of each to the department chair within two weeks of the seminar. This should be completed by the end of Block 7 of the student’s senior year.

Rationale: The only change is to add CP499, the capstone project, to the list of required courses bringing the total to 12 units for the major.

Library Impact: None

Technology Impact: None