

CURRICULUM DEVELOPMENT APPLICATION

New Credit Course: Gen Ed Discipline or CTE Program area

New Course Information					
Course Title <i>(Limit to 30 characters)</i> :				Subject Prefix:	
Instructional Hours	Total Credits:	Class Fee: \$ _____		<input type="checkbox"/> DPR Course	
Lecture:	Lab:	First term/year to be offered: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____			
Term(s) offered to appear in catalog: <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Offered as needed					

➤ **Cite evidence of need: To be completed by Program Chair**

➤ **Review and address workload, staffing, and budget ramifications for this proposal with department administrator.**

Gen Ed disciplines:

- Identify how this course will apply toward the AAOT degree (choose one)–Curriculum Coordinator can provide assistance:
 - Core Course _____
 - Elective _____
 - Not applicable _____

All Gen Ed disciplines and CTE program areas:

- Curriculum Development does not impact and/or duplicate other department/program courses
- Course Description, Performance Based Lerner Outcomes (PBLOs), and course content align
- Content Elements are identified and reflected in the Performance Based Learner Outcomes (PBLOs) table of the Course Outline (Aids in curriculum application review for those not familiar with the Gen Ed discipline or CTE program area)
- The following information is provided on last page of course outline:
 - Assessment methods
 - Teaching methods *(if DPR designated)*

Application attachments (in the following order):

- Course Outline
- CTE programs – Advisory Committee Minutes
- Difference, Power, and Responsibility Criteria form *(if applicable)*

Originator/Presenter:	Ext.	Program:
Division # (1 digit):	Banner Dept. # (4 digits):	Banner Org. # (6 digits):

➤ **To be completed by the Program Chair and Department Administrator**

X	X				
Program Chair Signature		Department Administrator Signature			
Date	Recommended	Not Recommended	Date	Recommended*	Not Recommended
	<i>(Forward to Administrator)</i>	<i>(Return to Originator)</i>		<i>(Forward to CRC)</i>	<i>(Return to PC)</i>

* **Forward paper copy of the signed application and attachments (application packet) to the Curriculum Coordinator in the Teaching and Learning Dept., Bldg. 9/Rm. 104G**

Also
E-mail electronic copy of course outline document (MS Word) to tim.pierce@chemeketa.edu the same day the application packet is forwarded to the Curriculum Coordinator.