

**OUTLINE FOR SUBMISSION TO UNDERGRADUATE COUNCIL**

1. Course Number and Name:
  - Long Title:
  - Short Title (no more than 30 characters including spaces):
2. Addition, Change, Deletion, Pilot?
3. Responsible Department:
4. Course/Learning Objectives:
5. Catalog Description:
6. Semester to be Offered:
7. Prerequisites:
8. Co-requisites:
9. Number of:
  - Lecture Contact Hours:
  - Lab Contact Hours:
  - Semester Credit Hours:
  - Variable or Fixed Credit:
  - Repeatable (Y, N) – Maximum Number of Hours if Repeatable:
10. Effective Date (normally a fall term):
11. Proposed Fees (all course fees must be approved by the BOT):
12. Course Outline/Topics:
13. Delivery Mode/Pedagogy:
14. Laboratory/Special Exercises:
15. Student Attributes Enhanced (from ABET 2000 Criteria and/or CSM Graduate Profile):
16. Assessment Method (s) for Achieving Goals and Attributes:
17. Impact on Other Programs:

18. Impact on Library and/or Computing Center Resources and Services:

19. Overlap/Duplication:

20. **Graduate Courses only** – Is this course a multi-semester seminar course?  
(for grading purposes)

Paragraphs providing details for items 13, 15, 16 and 17 are included below.

13. Delivery Mode In this section, briefly discuss the pedagogical approach you will take for the course as well as a rationale for your choice (s), tying these to the course objectives when possible. For example, you might indicate “lecture” and conclude that since transmission of factual data is the most important objective of the course this is the most efficient approach. Or you may wish to use cooperative learning extensively in your class. Or you might indicate that the student in the course will meet in person once every two weeks and the bulk of the instruction and discussion will take place using e-mail and the WWW because students enrolled are mostly working professionals for whom travel to campus is difficult, and they have the maturity and motivation to learn using this mode.
15. Enhancement of Student Attributes (from ABET Criteria 2000/CSM Graduate Profile) Supply a listing of the desired student attributes from either ABET Criteria 2000 or the CSM Graduate Profile that will be enhanced by the course. These attributes go beyond the specific course content objectives listed above. The indication of the ABET categorization for the course should also be supplied in the section, e.g. “design,” “engineering science,” “other.”
16. Assessment Method for Measuring Goals and Attributes Given the course goals and/or desired student attributes indicated in #9, discuss how you intend to measure whether your students have achieved them. In addition to exams and papers, you may wish to take advantage of a rich variety of both qualitative and quantitative assessment tools which will provide you and your students with valuable feedback for improving the teaching and learning process. If this step is built in to your course from the beginning, you will be well prepared to meet accreditation requirements from both ABET and the Higher Learning Commission of NCA.
17. Impact on Other Programs In this section you should answer the following question: 1)How will other programs be affected by this course? And 2) “Where in the CSM curriculum does this course fit?” Is it part of the Core, Distributed Core, Required Technical Course in Option, Elective Technical Course in Option, etc.?