

CALS COURSE PROPOSAL

This Microsoft Word version of the CALS course proposal form was created by Ann Gantner in the Office of Academic Programs to facilitate your creation of proposals for course additions, deletions, and revisions. If you have any problems in opening or using the file, please contact Ann Gantner (5-3081, amg28@cornell.edu).

Instructions:

The Word file has a few popup menus; they are not obvious until you click the box “Select.” For the other boxes, you will need to enter the information yourself. The boxes will expand if you type more information into them. Please adhere to the character or word number restrictions on the form. Make sure your printout is a single page. Below are more detailed explanations for what type of information to enter.

Type of Change: Select “Add,” “Add and Cross List,” “Cross List,” “Delete,” “Distribution,” “Reschedule ONLY,” or “Revision.” **If adding a course, you must attach to the proposal a one-page list of topics for the course.**

Semester, year first effective: This line indicates the semester and year in which the new course or the change will be first implemented. If the course is to be offered in alternate years, please indicate the academic year and semester it will be offered next.

Term: Select one of the following: “Fall,” “Spring,” “Summer,” “Fall/Spring,” “Fall/Summer,” “Spring/Summer,” “Fall/Spring/Summer,” or “Intercession.”

Evening prelims: Select “Yes” or “No.” Please review the legislation about evening prelims later in this document.

Grading: Select “Letter Only,” “S/U” (pass/fail), or “S/U or Letter Option” (for grade or pass/fail).

Revisions: Please list briefly all the changes that you are proposing for the course. For example, you may list items like time, semester, title, cross listing, course description, etc.

Distribution: Category descriptions for Social Sciences and Humanities

Cultural Analysis (CA)

These courses study human life in particular cultural contexts through interpretive analysis of individual behavior, discourse, and social practice. Topics include belief systems (science, medicine, religion), expressive arts and symbolic behavior (visual arts, performance, poetry, myth, narrative, ritual), identity (nationality, race, ethnicity, gender, sexuality), social groups and institutions (family, market, community), power and politics (states, colonialism, inequality).

Historical Analysis (HA)

These courses interpret continuities and changes - political, social, economic, diplomatic, religious, intellectual, artistic, scientific - through time. The focus may be on groups of people, dominant or subordinate, a specific country or region, an event, a process, or a time period.

Knowledge, Cognition, and Moral Reasoning (KCM)

These courses investigate the bases of human knowledge in its broadest sense, ranging from cognitive faculties shared by humans and animals such as perception, to abstract reasoning, to the ability to form and justify moral judgments. Courses investigating the sources, structure, and limits of cognition may use the methodologies of science, cognitive psychology, linguistics, or philosophy. Courses focusing on moral reasoning explore ways of reflecting on ethical questions that concern the nature of justice, the good life, or human values in general.

Literature and the Arts (LA)

These courses explore literature and the arts in two different but related ways. Some courses focus on the critical study of artworks and on their history, aesthetics, and theory. These courses develop skills of reading, observing, and hearing and encourage reflection on such experiences; many investigate the interplay among individual achievement, artistic tradition, and historical context. Other courses are devoted to the production and performance of artworks (in creative writing, performing arts, and media such as film and video). These courses emphasize the interaction among technical mastery, cognitive knowledge, and creative imagination.

Social and Behavioral Analysis (SBA)

These courses examine human life in its social context through the use of social scientific methods, often including hypothesis testing, scientific sampling techniques, and statistical analysis. Topics studied range from the thoughts, feelings, beliefs, and attitudes of individuals to interpersonal relations between individuals (e.g., in friendship, love, conflict) to larger social organizations (e.g., the family, society, religious or educational or civic institutions, the economy, government) to the relationships and conflicts among groups or individuals (e.g., discrimination, inequality, prejudice, stigmas, conflict resolution).

Foreign Language (FL)

These courses are taught by the following departments: Africana Studies and Research Center (AS&RC – language only), Asian Studies (BENGL, BURM, CHIN, HINDI, INDO, JAPAN, KHMER, KOREA, SANSK, TAG, THAI, and VIET), Classics (CLASS – language only), German Studies (GERST – language only, DUTCH, and SWED), Linguistics (LING – languages only), Near Eastern Studies (NES - languages only), Romance Studies (CATAL, FRROM, ITALA, PORT, QUECH, and SPANR), and Russian Studies (RUSSA, HUNGR, POLSH, SEBCR, and UKRAN).

Diversity (D)

Although not a requirement, the college recommends that students take at least one diversity course.

Signatures: The form must be signed by three individuals. The Biology Curriculum Committee Representative from your Program of Study, followed by the Department Chairman, and finally the Biology Curriculum Committee Chairman. Submission to the CALS Curriculum Committee will be done by the Office of Undergraduate Biology Office after the Biology Curriculum Committee approves the course proposal.

Submission to the Biology Curriculum Committee is done by sending the original form to:

Linda Capogrossi
Office of Undergraduate Biology
216 Stimson Hall

The next four items describe information that is presented later in this document. You may want to print a copy of these pages to keep as a handy reference.

- **Course credit:** The NY State Education Department and the CALS legislations describe how to assign the appropriate number of credits to a course.
- **Class meeting times:** These are the University legal times. If the time of your course is not legal, the Schedule 25 computer system that assigns classrooms will place your course in last priority for assigning rooms.
- **Cross-listed, co-listed, and cross-level courses.** Please read this page if you are considering these options. Note that the course proposal must be accompanied by a letter signed by the administrators of all departments included in the cross-____. The course proposal must include the course description even if the only request is for cross-listing. See the definitions of the various cross-____ later in this document. The criteria for cross-listing are described later in this document.

Deadlines to be aware of:

- **Courses of Study:** Course proposals need to be submitted at least 10 days before the February CCC meeting to be approved in time for inclusion in *Courses of Study*.
- **Spring Course and Time Roster:** The deadline for this publication usually occurs in September, before the first CCC meeting of the fall. Therefore, course proposals should be submitted at least 10 days before the May CCC meeting. If the course change is not included in the hard copy of the *Course and Time Roster*, it can still be included on the WEB site until pre-enrollment begins (usually mid-October).
- **Fall Course and Time Roster:** The publication deadline usually is in late February. Therefore, course proposals need to be submitted at least 10 days before the February CCC meeting for approval.

State Education Department Definition of Course Credits

Copied from the State Education Department Website

<http://www.highered.nysed.gov/ocue/commis.htm#PART50>

(o) Semester hour means a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments, except as otherwise provided pursuant to section 52.2 (c)(4) of this Subchapter. This basic measure shall be adjusted proportionately to translate the value of other academic calendars and formats of study in relation to the credit granted for study during the two semesters that comprise an academic year.

CALS Definition of Course Credit

In 1914 the faculty of Agriculture passed legislation standardizing the credit hour: Each credit given for any course should represent approximately 3 hours per week of time spent by the student upon that course. The College has in general followed that formula ever since.

“Carnegie Unit” is the traditional measure of academic credit: 1 credit for 15 sessions of 50 minutes duration in classroom lecture-recitation each requiring 2 hours of outside preparation by the student. In 1976 the Vice Chancellor for Academic Programs reviewed the credit/contact hour relationship in a memorandum to presidents of the SUNY units:

- Lecture, seminar, quiz, discussion, recitation: 1 credit for fifteen 50-minute sessions of classroom instruction with a normal expectation of 2 hours of outside study for each class session.
- Activity supervised as a group (laboratory, field trip, practicum, workshop, studio): 1 credit for the equivalent of 15 periods of such activity where each activity period is 150 minutes or more in duration with little or no outside preparation expected. Where such activity involves substantial outside preparation by the student, 10 periods of 100 minutes each.
- Supervised individual activity (independent study, tutorial): 1 credit for the equivalent of contact hours of regularly scheduled sessions.
- Full-time independent study: if essentially full-time, 1 credit for each week of work.
- Experiential learning (acquired outside the institution (but) an integral part of a program of study, as in an internship): 1 credit for each 40-45 clock-hour week of supervised academic activity that provides the learning considered necessary to program study.
- Credit by examination: at its discretion, an institution may award credit for mastery demonstrated by examination...to satisfy degree requirements or to reduce the total number of remaining hours required for a degree.
- Short sessions: credits earned proportionately to those during a regular term; normally no more than 1 credit per week.

Class Meeting Times

Monday/Wednesday

	<u>Start Times</u>	<u>End Times</u>
50 MIN	08:00 AM	08:50 AM
75 MIN	08:40 AM	09:55 AM
50 MIN	09:05 AM	09:55 AM
50 MIN	10:10 AM	11:00 AM
50 MIN	11:15 AM	12:05 PM
50 MIN	12:20 PM	01:10 PM
50 MIN	01:25 PM	02:15 PM
50 MIN	02:30 PM	03:20 PM
75 MIN	02:55 PM	04:10 PM
50 MIN	03:35 PM	04:25 PM
50 MIN	07:30 PM	08:20 PM
50 MIN	08:35 PM	09:25 PM

Tuesday/Thursday

50 MIN	08:00 AM	08:50 AM
75 MIN	08:40 AM	09:55 AM
50 MIN	09:05 AM	09:55 AM
50 MIN	10:10 AM	11:00 AM
75 MIN	10:10 AM	11:25 AM
50 MIN	11:15 AM	12:05 PM
75 MIN	11:40 AM	12:55 PM
50 MIN	12:20 PM	01:10 PM
50 MIN	01:25 PM	02:15 PM
75 MIN	01:25 PM	02:40 PM
50 MIN	02:30 PM	03:20 PM
75 MIN	02:55 PM	04:10 PM
50 MIN	03:35 PM	04:25 PM

NO EVENING CLASSES

Friday

50 MIN	08:00 AM	08:50 AM
50 MIN	09:05 AM	09:55 AM
50 MIN	10:10 AM	11:00 AM
50 MIN	11:15 AM	12:05 PM
50 MIN	12:20 PM	01:10 PM
50 MIN	01:25 PM	02:15 PM
50 MIN	02:30 PM	03:20 PM
50 MIN	03:35 PM	04:25 PM

For classes over 75 minutes but not to exceed 1 hour and 55 minutes, classes may be held during the following times on Tuesday and Thursday only:

08:00 AM	09:55 AM
10:10 AM	12:05 PM
12:20 PM	02:15 PM
02:20 PM	04:25 PM

Laboratories and similar exercises (any day):

1 HR 55 MIN	08:00 AM	09:55 AM
	10:10 AM	12:05 PM
	12:20 PM	02:15 PM
	02:30 PM	04:25 PM
	07:30 PM	09:25 PM

2 HR 25 MIN	07:30 AM	09:55 AM
	10:10 AM	12:35 PM
	02:00 PM	04:25 PM
	07:30 PM	09:55 PM

3 HR	08:00 AM	11:00 AM
	10:10 AM	01:10 PM
	01:25 PM	04:25 PM
	07:30 PM	10:30 PM

No classes or laboratory exercises are to be held between the hours of 4:25 p.m. and 7:30 p.m. Monday through Thursday, after 4:25 p.m. on Friday, after 12:20 p.m. on Saturday and all day Sunday.

ADDITIONAL NOTES: Evening classes may not be scheduled on Tuesday and Thursday because they are prelim. nights. Graduate level courses may be held 4:25 p.m. - 7:30 p.m.

SPECIAL ADDENDUM TO CALS COURSE CHANGE FORM FOR ALL
CROSS-LISTED, CO-LISTED, AND CROSS-LEVEL COURSES

Definitions

Cross-listed course - A course that is identical in all respects except in department and course identification number. All cross-listed courses meet in the same room, at the same time and are taught by the same faculty or teaching staff. All cross-listed courses have the same academic requirements. Cross-listing should include both principal and sub-courses.

Co-listed course - A course that is connected to another course or courses by similar subject matter. The principal courses will meet in the same room, at the same time and are usually taught by the same faculty or teaching staff. Co-listed courses do not have the same academic requirements. Sub-courses are usually but not always taught in different rooms, at different times and by different faculty or teaching staff.

Cross-level course - A course that is connected to another course or courses by similar subject matter. The principal courses will meet in the same room, at the same time and are usually taught by the same faculty or teaching staff. Cross-level courses do not have the same academic requirements. Sub-courses are usually but not always taught in different rooms, at different times and by different faculty or teaching staff. Cross-level courses are taught within the same department and usually involve both graduate level and undergraduate level courses.

CALS CRITERIA FOR CROSS-LISTING

(Amended from the December 7, 1988 CCC Subcommittee Report on Cross-listing)

Cross-listing should be based on **course content in that it deals with more than one subject area in a substantive way**. Recognition of the interdisciplinary nature of courses being present for cross-listing would be through a letter of mutual consent from the subject **area curriculum committees and department chairs of the units involved**. Indicators or consideration, but not requirements for cross-listing include the following:

- a. The curriculum committees involved would have seen and reviewed the course syllabus and reading list and agree to their pertinence and content.
- b. Involvement of **multiple faculty from different departments or a single faculty person with multiple areas of expertise**.
- c. Each curriculum committee involved **would be willing to accept the course as satisfying the requirements of the programs, concentration, track or subject area**.

Indicators or considerations that **do not provide justification** for cross-listing include:

- a. Solely or strictly for the purpose of providing visibility of the course to students.
- b. Solely for the purpose of increasing accessibility of the course to students from other colleges.**
- c. Solely to enhance the stature of the course; i.e., to accommodate students who only want to register for courses in fields that are currently considered fashionable.

8/9/2006