**SETON HALL UNIVERSITY**

COLLEGE OF ARTS AND SCIENCES

EDUCATIONAL POLICY COMMITTEE

**PROPOSAL FOR CHANGES TO AN EXISTING COURSE**

All proposals must be submitted electronically (as attachments in the e-mail) to the chair of EPC by the chair of the department or the program director. The EPC may request photocopies in addition.

|  |  |
| --- | --- |
| Department(s):  | Click here to enter text. |
| Proposed number: | Click here to enter text. |
| Course Title: | Click here to enter text. |
| Pre-requisites: | Click here to enter text. |
| Co-requisites: | Click here to enter text. |
| Catalogue description: | Click here to enter text. |
|  |
| **Will this course be cross-listed? (include department/program approvals below)** | Choose an item. |
|  | Cross-listed course number(s): | Click here to enter text. |
|  |
| **Describe the changes to the existing course and the rationale for the changes (including goals and objectives):** |
|  | Click here to enter text. |
| Course is designed: | [ ]   | for the college core |
|  | [ ]   | as a non-core required course  |
|  | [ ]  | as a free elective |
|  | [ ]   | for non-matriculated students |
|  |
| Course is intended for: | [ ]   | Introductory level undergraduates | [ ]   | majors |
|  | [ ]   | Intermediate/advanced undergraduates | [ ]   | non majors |
|  | [ ]   | graduate students | [ ]   | majors only |
|  |
| **Is this an online or off-campus course?** Online is defined as any course in which 25% or more of the class contact time is replaced by computer activity or computer-mediated contact. | Choose an item. |
|  | Explain if there are other enrollment requirements in the textbox below. |
|  | Click here to enter text. |
|  | What is the time period for the online/off-campus course? | Click here to enter text. |
|  |  |
|  | **If this is an online course provide the information in items 1 – 3 below.** |
|  | **1. Teacher-student interaction plan** Online courses must exhibit regular, required student-teacher interaction. Check those that apply and provide frequency information or other details in the adjacent space. |
|  | [ ]  | Direct instructor-to-individual-student feedback. | Click here to enter text. |
|  | [ ]  | Online discussion group activity. | Click here to enter text.  |
|  | [ ]  | Real-time online "office hours" by the instructor (weekly) | Click here to enter text. |
|  | [ ]  | Timely responses to all student questions.  | Click here to enter text.  |
|  | [ ]  | Other | Click here to enter text.  |
|  |  | Generally, students in an online course should spend a minimum of 50 minutes percredit per week online interacting with the instructor and other students, including timespent in discussion groups.Generally, the instructor of an online course should spend a minimum of 100 minutesper credit week online interacting with students. This interaction includes writingevaluations, responding to questions and participation in discussions, NOT readingpapers and grading exercises/projects. |
|  |  |
|  | **2. Academic Integrity and Security Plan****All online courses should have some mechanism to attempt to ensure academic****honesty. It is recommended that all online courses contain the following. Check those that apply and provide additional information when necessary** |
|  | [ ]  | A strong statement about academic integrity signed by the enrolled student (Include the statement as an attachment) |
|  | [ ]  | A clear statement of serious penalties for misrepresenting authorship of classwork and plagiarism |
|  | [ ]  | Some method to attempt to confirm the identity of online participants and test takers. Explain the method in the space below |
|  |  | Click here to enter text. |
|  |  |  |
|  | **3. Summary of Technical Needs** |
|  | [ ]  | Technical plan for the course including software and hardware needs.(Use text box below or include as an attachment) |
|  |  | Click here to enter text. |
|  | [ ]  | Sign-off from an authorized representative of TLTC that the University has therequired technical resources and support for the course, and that the instructor ismaking adequate use of available resources. (Include as an attachment) |
|  | [ ]  | Brief statement of the instructor's expertise in the use of the required softwareand hardware (Use text box below or include as an attachment) |
|  |  | Click here to enter text. |
|  | [ ]  | Statement of the technical requirements for students, which must be part of theSyllabus. (Use text box below or include as an attachment) |
|  |  | Click here to enter text. |
|  |
| **Enrollment and class information** |
| Estimated enrollment (students/year): |       |
| Frequency of offering: | Click here to enter text. |
| Minutes/class: |       | Classes/week: |       | Classes/semester: |       |
|  |
| **Proposed instructor:** | Click here to enter text. |
|  |
| **Approvals:***Delegation of authority to a committee must occur by a vote of the full department during the academic year in which the committee is operating.* |
| Departmental vote: |
|  | Date: | Click here to enter a date. | FOR: |       | AGAINST: |       | ABSTAIN: |       |
| Committee vote: |
|  | Date: | Click here to enter a date. | FOR: |       | AGAINST: |       | ABSTAIN: |       |
|  |
| *Cross-listed courses need approval of cross-listed department/program* |
| Departmental /Program name: | Click here to enter text. |
|  | Date: | Click here to enter a date. | FOR: |       | AGAINST: |       | ABSTAIN: |       |
|  |
| **Additional Information** |
| *Is there any additional information the EPC should know about that is not included above?* |
| Click here to enter text. |
|  |
| **Required Attachments Checklist:** |
| **[ ]**  | The Existing Course Syllabus (i.e., the old syllabus). |
| **[ ]**  | The Changed Course Syllabus (i.e., the new syllabus).Must include the disability policy language or a link to the disability policy <http://www.shu.edu/offices/disability-support-services/faculty-syllabus-statement.cfm> (See the EPC syllabus template document “Syllabus Template EPC Oct2010.doc” for additional requirements and recommendations.) |
|  |
| [ ]  | Course Bibliography identifying the key text. |
|  |
| [ ]  | If this is a change from a face-to-face course to an online course make sure to include responses to the shaded area of the form above (items 1 – 3) and attach the “Quality Matters Rubric Standards” evaluation from TLTC. |
|  |
| [ ]  | If this is an off-site course also include the site description. |
|  |
| **List below any additional supporting documents, if applicable :** |
| Click here to enter text. |