|  |
| --- |
| For Academic Affairs and Research Use Only |
| CIP Code:  |  |
| Degree Code: |  |

**New Course Proposal Form**

**[✓] Undergraduate Curriculum Council**

**[ ] Graduate Council**

|  |
| --- |
| **[ ] New Course or [ ]Experimental Course (1-time offering) (Check one box)** |

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

Email completed proposals to curriculum@astate.edu for inclusion in curriculum committee agenda.

|  |  |
| --- | --- |
| Jason Stewart 12/2/2019**Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**COPE Chair (if applicable)** |
| Jason Stewart 12/2/2019**Department Chair:**  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Head of Unit (If applicable)**   |
| Jason Stewart 1/9/2020**College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Undergraduate Curriculum Council Chair** |
| Abhijit Bhattacharyya 1/10/2020**College Dean** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Graduate Curriculum Committee Chair** |
|

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Enter date |

**General Education Committee Chair (If applicable)**   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Vice Chancellor for Academic Affairs** |

1. Contact Person (Name, Email Address, Phone Number)

Jason Stewart, jstewart@astate.edu, 972-3226

2. Proposed Starting Term and Bulletin Year

Fall 2020

3. Proposed Course Prefix and Number (Confirm that number chosen has not been used before. For variable credit courses, indicate variable range. *Proposed number for experimental course is 9*. )

SUR 4033

4. Course Title – if title is more than 30 characters (including spaces), provide short title to be used on transcripts. Title cannot have any symbols (e.g. slash, colon, semi-colon, apostrophe, dash, and parenthesis). Please indicate if this course will have variable titles (e.g. independent study, thesis, special topics).

Surveying Practicum

5. Brief course description (40 words or fewer) as it should appear in the bulletin.

Multi-faceted surveying problem and/or project which incorporates needs analysis, surveying research and field work, and final document creation. Application of modern surveying tools and techniques is required.

6. Prerequisites and major restrictions. (Indicate all prerequisites. If this course is restricted to a specific major, which major. If a student does not have the prerequisites or does not have the appropriate major, the student will not be allowed to register).

1. **Yes / No** Are there any prerequisites? Yes
	1. If yes, which ones?

Corequisites, SUR 4013 and SUR 4023

* 1. Why or why not?

Course is a capstone type of course which would require demonstration/application of skills and knowledge learned in SUR 4013 Law and Professionalism in Surveying and SUR 4023 Advanced Surveying

1. **Yes / No** Is this course restricted to a specific major? No
	1. If yes, which major? Enter text...

7. Course frequency(e.g. Fall, Spring, Summer). *Not applicable to Graduate courses.*

Spring

8. Will this course be lecture only, lab only, lecture and lab, activity, dissertation, experiential learning, independent study, internship, performance, practicum, recitation, seminar, special problems, special topics, studio, student exchange, occupational learning credit, or course for fee purpose only (e.g. an exam)? Please choose one.

Practicum

9. What is the grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental, or other [please elaborate])

Standard letter

10. **Yes / No** Is this course dual listed (undergraduate/graduate)? No

11. **Yes / No** Is this course cross listed? No

*(If it is, all course entries must be identical including course descriptions. Submit appropriate documentation for requested changes. It is important to check the course description of an existing course when adding a new cross listed course.)*

**11.1** – If yes, please list the prefix and course number of cross listed course.

 Enter text...

**11.2** – **Yes / No** Are these courses offered for equivalent credit?

Please explain. Enter text...

12. **Yes / No** Is this course in support of a new program? Yes

a. If yes, what program?

 BS Surveying

13. **Yes / No** Does this course replace a course being deleted? No

a. If yes, what course?

Enter text...

14. **Yes / No** Will this course be equivalent to a deleted course? No

a. If yes, which course?

Enter text...

15. **Yes / No** Has it been confirmed that this course number is available for use? Yes

 *If no: Contact Registrar’s Office for assistance.*

16. **Yes / No** Does this course affect another program? No

If yes, provide confirmation of acceptance/approval of changes from the Dean, Department Head, and/or Program Director whose area this affects.

Enter text...

**Course Details**

17. Outline (The course outline should be topical by weeks and should be sufficient in detail to allow for judgment of the content of the course.)

Weeks 1-2 Problem/Project Proposal Development

Weeks 3-11 Surveying Research, Field Work, Data Acquisition, Data Processing

Weeks 12-14 Summary Document Preparation

Week 15 Written and Oral Presentation of Final Results

18. Special features (e.g. labs, exhibits, site visitations, etc.)

As required by individual problems/projects undertaken

19. Department staffing and classroom/lab resources

Course would be taught by Surveying faculty

1. Will this require additional faculty, supplies, etc.?

Yes. This course would utilize a new faculty member who would need to be hired to support the new B.S. Surveying degree.

20. **Yes / No** Does this course require course fees? no

 *If yes: please attach the New Program Tuition and Fees form, which is available from the UCC website.*

**Course Justification**

21. Justification for course being included in program. Must include:

 a. Academic rationale and goals for the course (skills or level of knowledge students can be expected to attain)

 Course provides students with the opportunity to demonstrate their skills in a holistic manner as would be required in the workplace. The course will cause students to combine skills learned in various courses into a single project-based situation to achieve identified objectives as defined at the start of the semester. Students are expected to demonstrate skills and knowledge commiserate with entry-level surveyors.

b. How does the course fit with the mission established by the department for the curriculum? If course is mandated by an accrediting or certifying agency, include the directive.

 The department wishes for graduates to be prepared to pass their Fundamentals of Surveying exam and enter the surveying workforce in an apprentice capacity on a path to licensure as Professional Surveyors. This course requires students to demonstrate the technical competency of an entry-level surveying apprentice through completion of their project.

c. Student population served.

BS Surveying students

d. Rationale for the level of the course (lower, upper, or graduate).

Course builds on and requires application of skills taught in other senior level courses.

**Assessment**

**Relationship with Current Program-Level Assessment Process**

22. What is/are the intended program-level learning outcome/s for students enrolled in this course? Where will this course fit into an already existing program assessment process?

Outcome No. 1: *An ability to identify, formulate, and solve broadly defined technical or scientific problems by applying knowledge of mathematics and science and /or technical topics to areas relevant to the discipline*. A broad problem will be defined and subsequently solved with guidance from the instructor that is comparable to what an entry-level surveyor would be expected to be able to complete.

Outcome No. 2: *An ability to formulate or design a system, process, procedure, or program to meet desired needs.* The defined problem will require a procedure to be defined for solution which will be unique to the problem itself.

Outcome No. 3: *An ability to develop and conduct experiments or test hypotheses, analyze and interpret data and use scientific judgment to draw conclusions*. Students will collect, analyze, and interpret data to draw conclusions to solve their defined problem.

Outcome No. 4: *An ability to communicate effectively with a range of audiences*. Students will present their final results both orally and in writing.

23. Considering the indicated program-level learning outcome/s (from question #23), please fill out the following table to show how and where this course fits into the program’s continuous improvement assessment process.

*For further assistance, please see the ‘Expanded Instructions’ document available on the UCC - Forms website for guidance, or contact the Office of Assessment at 870-972-2989.*

|  |  |
| --- | --- |
| **Program-Level Outcome 1 (from question #23)** | *An ability to identify, formulate, and solve broadly defined technical or scientific problems by applying knowledge of mathematics and science and /or technical topics to areas relevant to the discipline*. |
| Assessment Measure | 90% of students will score 3.0 (out of 4) or higher on portfolio evaluations (graded work, exams, papers, etc.) performed by faculty teaching the course  |
| Assessment Timetable | Outcome will be assessed every 3 years (starting in 2021), data will be collected annually. |
| Who is responsible for assessing and reporting on the results? | The faculty member teaching the course will be responsible for collecting the data and assessing it with the assessment instrument. Results will be reported to the surveying program director. An assessment committee to be established for the surveying program will be responsible for results analysis and action plan development and implementation. |

 *(Repeat if this new course will support additional program-level outcomes)*

|  |  |
| --- | --- |
| **Program-Level Outcome 2 (from question #23)** | *An ability to formulate or design a system, process, procedure or program to meet desired needs.* |
| Assessment Measure | 90% of students will score 3.0 (out of 4) or higher on portfolio evaluations (graded work, exams, papers, etc.) performed by faculty teaching the course  |
| Assessment Timetable | Outcome will be assessed every 3 years (starting in 2021), data will be collected annually. |
| Who is responsible for assessing and reporting on the results? | The faculty member teaching the course will be responsible for collecting the data and assessing it with the assessment instrument. Results will be reported to the surveying program director. An assessment committee to be established for the surveying program will be responsible for results analysis and action plan development and implementation. |

*(Repeat if this new course will support additional program-level outcomes)*

|  |  |
| --- | --- |
| **Program-Level Outcome 4 (from question #23)** | *An ability to communicate effectively with a range of audiences*. |
| Assessment Measure | 85% of students evaluated on oral and written communication skills by performance appraisal will score 3.0 (out of 4) or higher using the assessment instrument.  |
| Assessment Timetable | Outcome will be assessed every 3 years (starting in 2022), data will be collected annually. |
| Who is responsible for assessing and reporting on the results? | The faculty member teaching the course will be responsible for collecting the data and assessing it with the assessment instrument. Results will be reported to the surveying program director. An assessment committee to be established for the surveying program will be responsible for results analysis and action plan development and implementation. |

*(Repeat if this new course will support additional program-level outcomes)*

 **Course-Level Outcomes**

24. What are the course-level outcomes for students enrolled in this course and the associated assessment measures?

|  |  |
| --- | --- |
| **Outcome 1** | Create a plan document set for a given surveying problem and/or project |
| Which learning activities are responsible for this outcome? | Lecture and classroom discussions, assigned readings/research |
| Assessment Measure  | Final written report submission  |

*(Repeat if needed for additional outcomes)*

**Bulletin Changes**

|  |
| --- |
| **Instructions**  |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Follow the following guidelines for indicating necessary changes.** **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.** - Deleted courses/credit hours should be marked with a red strike-through (~~red strikethrough~~)- New credit hours and text changes should be listed in blue using enlarged font (blue using enlarged font). - Any new courses should be listed in blue bold italics using enlarged font (***blue bold italics using enlarged font***)*You can easily apply any of these changes by selecting the example text in the instructions above, double-clicking the ‘format painter’ icon 🡪 , and selecting the text you would like to apply the change to.* *Please visit* [*https://youtu.be/yjdL2n4lZm4*](https://youtu.be/yjdL2n4lZm4) *for more detailed instructions.* |

**SUR 4023. Advanced Surveying** Principles and practices of advanced surveying tech-niques. Lecture two hours per week, lab three hours per week. Prerequisite, C or better in SUR 3003. Fall.

**SUR 4033. Surveying Practicum** Multi-faceted surveying problem and/or project which incorporates needs analysis, surveying research and field work, and final document creation. Application of modern surveying tools and techniques is required. Corequisites, SUR 4013 and SUR 4023. Spring.

**Social Work (SW)**

**SW 1203. Making Connections Social Work** Open to incoming Freshmen only. This course will provide both an introduction to the nature of university education and a general orientation to the functions and resources of the university as a whole. This section of First Year Seminar is a special health professions section and will include a focus on understanding and appreciating social work majors. Fall