



If DUAL LISTED list BOTH courses in the page title

Second Step: Click “SAVE” on bottom right

***DO NOT TYPE ANYTHING INTO THE FIRST PAGE OTHER THAN THE TEXT IN BRACKETS
Please be sure to remove the Brackets while renaming the page***

Third Step: Make sure the word ***DRAFT*** is in yellow at the top of the proposal

Fourth Step: Click on “**EDIT CONTENTS**.”(not EDIT) and start completing the template. When exiting or when done, click “**SAVE**” on bottom right

When ready to submit click on the workflow icon and hit approve. It will then move to the chair as the next step in the workflow.

**Indicates a required field*

Proposer*	Idamarie Laquatra	Proposer Email*	Idamarie.Laquatra@iup.edu
Contact Person*	Idamarie Laquatra	Contact Email*	Idamarie.Laquatra@iup.edu
Proposing Department/Unit*	Food and Nutrition	Contact Phone*	724-357-*4440

Course Level*	graduate-level
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Course Revisions

(Check all that apply;fill out categories below as specified; i.e. if only changing a course title, only complete Category A)

Category A:

Category B:

catalog_desc_change
course_prefix_number_change

add_dual_level
course_revision

** Teacher Education: Please complete the Teacher Education section of this form (below)*

** Liberal Studies: Please complete the Liberal Studies section of this form (below)*

** Distance Education: Please complete the Distance Education section of this form (below)*

Rationale for Proposed Changes (All Categories)

(A) Why is the course being revised /deleted:*

Course number change from 610 to 515 to allow for a systematic numbering system to aid in curriculum organization and advising; course description changed to follow the required active verb format; one objective added for graduate students since dual listing with new course (FDNT 415) is requested; a minor change to the outline to more clearly communicate topics covered; a revision of the research paper required by graduate students resulting from modifications made while teaching the course.

(B) University Senate Summary of Rationale*

Please enter a single paragraph summary/rationale of changes or proposal for University Senate.

Course number change from 610 to 515 to allow for a systematic numbering system to aid in curriculum organization and advising; course description changed to follow the required active verb format; one objective added for graduate students since dual listing with new course (FDNT 415) is requested; a minor change to the outline to more clearly communicate topics covered; a revision of the research paper required by graduate students resulting from modifications made while teaching the course.

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Course Prefix/Number	
Course Title	
Type of Proposal	<i>See CBA, Art. 42.D.1 for Definition</i>
Brief Course Outline	<p><i>Give an outline of sufficient detail to communicate the course content to faculty across campus. It is not necessary to include specific readings, calendar or assignments</i></p> <p><i>As outlined by the federal definition of a "credit hour", the following should be a consideration regarding student work - For every one hour of classroom or direct faculty instruction, there should be a minimum of two hours of out of class student work.</i></p>
Rationale for Proposal (Required Questions from CBA)	
How is/are the instructor(s) qualified in the Distance Education delivery method as well as the discipline?	
For each outcome in the course, describe how the outcome will be achieved using Distance Education technologies.	
How will the instructor-student and student-student interaction take place? (if applicable)	
How will student achievement be evaluated?	
How will academic honesty for tests and assignments be addressed?	


Liberal Studies Section

- Complete this section only for a new Liberal Studies course or Liberal Studies course revision

If Completing this Section, Check the Box to the Right:	<input type="checkbox"/>
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Liberal Studies Course Designations (Check all that apply)	
Learning Skills:	



Key Assessments	
	<p>For both new and revised courses, please attach (see the program education coordinator):</p> <ul style="list-style-type: none"> • The Overall Program Assessment Matrix • The Key Assessment Guidelines • The Key Assessment Rubric <p style="text-align: center;">File Modified</p> <hr/> <p>No files shared here yet.</p> <ul style="list-style-type: none"> • Drag and drop to upload or browse for files 
Narrative Description of the Required Content	<i>How the proposal relates to the Education Major</i>

For Deans Review
<p>Are Resources Available/Sufficient for this Course?</p> <p>Is the Proposal Congruent with the College Mission?</p> <p>Has the Proposer Attempted to Resolve Potential Conflicts with Other Academic Units?</p> <p>Comments:</p>

Please scroll to the top and click the Page Status if you are ready to take action on the workflow.
Please submit an ihelp if you have any questions <http://ihelp.iup.edu>