

Considerations for New Course Proposal Reviews

Suggested considerations

- Student interest and course success
- Material Suitability
- Content
- Sustainability
- Others?

Student Interest and Course Success Daytime

- Was the course successfully piloted?
 - Desired enrollment level to be considered a success is?
 - Want significant evidence that it will not drop below 5 students.
 - Did enrollment increase? Decrease?
 - How were the course evaluations for the piloted offerings?
 - Committee to review and look for “red flags?”
 - If evals raise concerns, bring in proposer to discussion.
 - Look at Engagement levels for concern (very high or low.)
- How many times was it piloted?
 - Earlier discussions were that new courses be piloted twice before being considered as permanent curricular offerings.

Material Suitability

- Is the material of the nature that it should be a permanent part of the graduate program curriculum?
 - Does it have a long-term knowledge and interest factor?
 - Does it have long-term research interest?
 - Is the material modern and up-to-date?
 - Does the material cover an area that is lacking but important long-term?
 - Connections with other offered courses.
 - Does the course require prerequisites?
 - Does it maintain a healthy structure within the curriculum as a whole?
- Overlap with other courses?

Sustainability

- Are there multiple faculty members willing to teach the course?
 - Is this essential? May inhibit offering new and great courses.
 - Apply for “foundational” courses, but not for higher-level specialty courses.
- Is there a willingness to commit to teaching it at least every other year? (Good faith commitment.)
- Is the material going to remain current? Or is the material related to a short-term level of interest?
- Is there a larger interest from students in other departments?
 - Would be helpful to hear about it.

- Add trigger to reach out to faculty after two offerings of a special topics course to see if they are planning on offering it again.

Action Items

- Send Radha Prov. Eng. And PPML course for comment
- Write up proposed language for review rubric