

Initial Guidelines for Approving New Undergrad Courses

Introduction to Policy

With the goal of ensuring a strong and reliable set of courses for our undergraduate students while working to create a more dynamic curriculum, the following structure is in place for the submissions of proposals for a new permanent course in the undergraduate catalog:

1. When looking to propose a new course for the curriculum, faculty should understand the following conditions for new course:
 - a. Permanent courses should be offered no less frequently than once every two years.
 - b. Permanent courses should have more than one permanent ECE faculty member who can teach the course.
 - c. Permanent courses should be taught at least 3 times, with a commitment on when the initial 3 offerings will be taught, and by whom.
2. Run your course as a special topics course (either 299: Introductory Topics in Electrical Engineering, 399: Special Topics in Electrical Engineering, or 400: Advanced Topics in Electrical Engineering) twice and show healthy interest and enrollment. This allows for an initial pilot, and a second offering with revisions.
3. If successful, create an MCD for the course with various stakeholders (curriculum group chair and members from group that will be responsible for maintaining course, and other faculty willing to teach the course).
4. Present MCD with justification for course inclusion to the ECE Undergraduate Elective Courses Committee.
 - a. Justification should include:
 - i. **Curricular Cohesion:** How the course fits in with the rest of the curriculum.
 - ii. **Curricular Need:** How the course strengthens the undergraduate curriculum, or what hole it fills in the current set of offerings.
 - iii. **Curricular Viability:** Evidence of strong enrollment, student interest, and faculty commitment to teach.
 - iv. **Curricular Impact:** Are there any impacts on other current offerings, ie. faculty will be pulled from availability to teach other courses for which they are regularly scheduled.

5. If the committee approves, the proposal will be entered into the approval workflow for the university.
6. Please be aware of timelines regarding "effective date" and approval. The lead time to get a course approved for a quarter is months in advance.