![ESF State University of New York College of Environmental Science and Forestry]

Academic Affairs Committee

Course Proposal Form

- This course proposal form should be completed when introducing a new course or revising an existing course.
- Download and complete the form on your computer, do not fill out in a web browser.
- All proposals must first go through your departmental curriculum committee process before being submitted to the Academic Affairs Committee (AAC). Be sure to plan for departmental and AAC schedules and deadlines.
- The proposal will be reviewed by the AAC or, in the case of a minor revision, approved administratively by the Associate Provost for Instruction.
- If you are proposing a new course, or renumbering an existing course, please check with the Registrar regarding use/reuse of the number.
- If you are proposing a SUNY general education course, please contact curriculum@esf.edu for more information and guidance. General education courses require additional paperwork.

Proposer name:

Contact email:

Contact phone:

Department:

1. Course Information

1.1. Type of Proposal:　　　　　　New　　　　　Revision　　　　　Replacement

1.2. Course Prefix, Number & Title:

1.3. If this course is replacing a current ESF course, please provide the number and name of the course to be deactivated and removed, if this proposal is approved:

1.4. If this is a course revision, please indicate the reason for revision (check all that apply):

Course Number, Division, or Prefix	Title	Credit Hours	Pre or Co-Requisites
Catalog Description	Instructional Methods	General Education	Format
Learning Outcomes	Concepts or Content	Institutional Resources	Semester Offered

2. Detailed Course Description

2.1. Describe why this course (or revision) is needed to meet current or proposed goals and outcomes of the program or College. For revisions, provide explanation and/or justification for change.

2.2. Credit hours:

2.3. Semester offered (check all that apply):   Fall   Spring   Summer

2.4. Anticipated enrollment per semester offered: Fall   Spring   Summer

2.5. Format (for online courses, please also complete Part 4 Addendum). Check all that apply and include the contact hours per week of each format being used.

    Lecture
    Lab
    Field
    Studio
    Online
    Other
    If other checked above, please explain:

2.6. Level of instruction :

    Lower Division   Upper Division   Beg. Graduate   Adv. Graduate

2.7. Is this a general education course?   Yes   No

2.8. Is this a required course?   Yes   No
    If yes, please list the program(s) for which it is a requirement:

2.9. Is this course an elective within your department?   Yes   No

2.10. Is enrollment in this class restricted?   Yes   No
    If yes, please explain:

2.11. Are other ESF or SU courses similar or identical to this course?   Yes   No
    If yes, please identify the courses:

2.12. Is this course a shared resource offering?   Yes   No
    If yes, what is the course number of the concurrent offering?

2.13.   **Student Learning Outcomes**: Identify the student learning outcomes associated with this course.

2.14.   **Major concepts, processes or tools:** Identify the course content and themes (e.g. Table of Contents) consistent with the learning domains and outcomes.

2.15.   **Instructional methods**: Identify the methods used to meet the course outcomes, as well as the principal instructional methods.

2.16. **Course history**: Provide the dates of prior approval of this course, and its revision history. For new courses, enter not applicable.

2.17. **Catalog description (max 1000 characters)**: Provide the course description to be included in the ESF catalog

Format:

Brief description. If this is a shared resource course, include "Credit will not be given for both 3XX and 5XX":

Semester(s) offered:

Pre/co-requisites:

3. New Institutional Impacts

This section pertains to forecasting institutional resource needs to support the course or course revision. Provide clear statements regarding the needs and current availability (or absence) of resources. **Note that, if this is a course revision, only the impacts of the revision should be included.**

3.1. Staffing needs:

3.2. Classroom resources (physical facilities in a laboratory, lecture hall, flexible space, academic computing):

3.3. Technology resources: (e.g., electron microscopes, UAVs, GPS receivers, survey equipment, etc.)

3.4. Computing resources (software licensing, hardware, access):

3.5. Library resources (subscriptions, services):

3.6. Transportation requirements (budget, fees, fleet, vehicles):

3.7. Will there be a course fee required?   Yes   No

3.8. Forest properties or field practicum facilities (Note: Please contact Forest properties each semester to schedule):

4. Online Course Addendum (only complete for online or hybrid course formats)

4.1. Online Course Format:

Asynchronous online (no required real time class meetings)

Synchronous online (all class meetings in real time)

Combined online (asynchronous with some required synchronous class meetings)

Hybrid (In person course with at least 1 credit of work/class meetings held online)

4.2. If there are any real time or live class meetings, how often and how long do you expect them to be?

Course Needs

4.3. Will you be using Blackboard at SU as your learning management system?   Yes   No
If no, please explain. Who will provide technical support and troubleshooting for students?

4.4. Which of the following institutional or supported tools will you be using (check all that apply)?

Zoom

Blackboard Collaborate

Kaltura Media

CNS Computer labs

Other:

4.5. Will students need to use specialized software?   Yes   No
If yes, will it be made available to them through the institution, or will they need to purchase it separately?

4.6. Will students need any additional computer hardware, such as a webcam, microphone, or camera?
                                                                                                                              Yes   No

If yes, what equipment will they need?

Interaction & Assessment

4.7. What are two specific ways that you will provide substantive interaction in your course?

4.8. What is the proposed schedule of regular interaction in the course?

4.9. How will student academic engagement and success be monitored throughout the course?

4.10. How often and by what methods will students be assessed in the course?

5. Health and Safety Considerations

Will any of the conditions or situations outlined below be present in association with the course?

	Yes	No

5.1. Will substances with any of the following properties be used during instruction: flammability, toxicity, corrosivity, reactivity, registered pesticide, legally controlled, or other characteristics with the potential to cause harm or injury?

5.2. Will any physical hazards be present during instruction? (e.g. machines that need safety guards; razor blades or syringes; compressed gases, etc.)

5.3. Will any biological hazards be present during instruction? (e.g. handling animals [rabies or hantavirus]; cultures or stocks of infectious agents [fungal spores, viruses, bacteria, etc.])

5.4. Will any radiation hazards be present during instruction? (e.g. radiosotopes, X-rays, ultraviolet rays, lasers, etc.)

5.5. Will any electrical equipment that, due to its design, location, or method of use, pose any threat to safety during instruction? (Give considerable thought to electrical use outdoors, or any potentially wet location)

5.6. Will there be any personal safety issues related to the class? (e.g. due to time of day or location, at the end of any organized class exercise, will students be in danger of physical assault, etc.)

5.7. Will any students be driving official state or research sponsored land or water vehicles during any class or instructional exercise?

5.8. Will any type or personal protective equipment be necessary during class exercises? (e.g. hard-hats, eye/face protection, hearing protection, hand/foot protection, lab coat, visibility clothing, etc.)

If the answer was "yes" to any of the health and safety questions, please explain:

For lab and field courses to which all answers are "no", you should explain that here, also. Normally, we would expect some safety precautions for such courses.

6. Approval Signatures:

All signatures and department level approvals are needed prior to submission to the Academic Affairs Committee.

Benette Whitmore

Department Academic Affairs Committee Representative (if applicable)   Date   March 1, 2023

Department Chair   Date

Provost   Date
(if proposal requires additional staffing or resources)

If your proposal will impact other departments/areas, please include email confirmation that those affected have been notified and approve of the change.