



MISSISSIPPI STATE UNIVERSITY™

COLLEGE OF ARTS & SCIENCES

New Course Proposals

New course proposals must be submitted using the Course Inventory Management (CIM) system, which is linked on the UCCC website. See the last page of this document for additional details.

UCCC Announcements

!UCCC/CIM Workshop!

The UCCC hosts a once a month workshop for faculty covering the CIM and the general UCCC process. These sessions can cover training in CIM, the timeline and process for

CIM Submission Platforms

[Course Proposals](#)

[Program Proposals](#)

Go to uccc.msstate.edu and click on the **Course Proposals** button.

Course Inventory Management

Search, edit, add, and inactivate courses.

Use an asterisk (*) in the search box as a wild card. For example, MATH* will find everything that starts with "MATH", *MATH will find everything that ends with "MATH", and *MATH* everything that contains "MATH". The system searches the Course Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

[Search](#) ☐ Archive ☐ History OR - [Propose New Course](#)

Course Code	Title	Workflow
2123	History of American Music	
AAS 1063	Introduction to African American Studies	
AAS 4353	Biology and Culture	
ABA 4113	Principles of Applied Behavior Analysis	Banner

Click on the **Propose New Course** button.

Contact Information

Contact

Name

Phone

Email

Proposer's

Department

Enter your contact information and the basic course information.

Course Information

Title
66 characters remaining

Abbreviated Title
1 characters remaining

Subject Prefix

Course Number

Academic Level

If needed, check to make sure the course number being proposed is not already in use.

Course Numbers In Use for IDS - Interdisciplinary Studies

Active	
Inactive	
Course Code	Title
IDS 1001	Introduction to Study Abroad
IDS 2111	Introduction to Interdisciplinary Studies
IDS 2990	Special Topic in Interdisciplinary Studies
IDS 4000	Directed Individual Study in Interdisciplinary Studies
IDS 4111	Professional Seminar

Course Information

Title
66 characters remaining

Abbreviated Title
1 characters remaining

Subject Prefix

Course Number

Is this a split level course?

Code	Title
	+

At the 4000 level, an option will open to indicate if the course is being proposed as split level. If so, click the green plus button to add the graduate level prefix and course number. As a new course, the error shown below is normal and acceptable.

College of Arts & Sciences

Interdisciplinary Studies (IDS)

IDS 1001 Introduction to Study Abroad

IDS 2111 Introduction to Interdisciplinary Studies

IDS 2990 Special Topic in Interdisciplinary Studies

IDS 4000 Directed Individual Study in Interdisciplinary Studies

IDS 4111 Professional Seminar

Quick Add:

Code	Title
IDS 6113	*** Course Not Found ***

NOTE: A split-level course requires duplicate, identical proposals under both the 4000 and 6000 level.

Effective Term

CIP Code

Find...

Enter the Effective Term (at least one semester following the proposal) and the CIP Code, using the Find tool as needed.

Campus Restrictions

☐ Campus 1, Starkville

☐ Campus 5, Distance

☐ Campus 2, M

☐ Campus 6, G only)

☐ Campus 8, Study Abroad

Is this course to be on the General Education core?

☒ No ☐ AdvantaGE

Select all campuses for which the course is being proposed.

If proposing for Campus 5 or AdvantaGE, additional question fields will open at the bottom of the form. See the following pages for more information.

Course Details

Course Description

Enforced Pre-requisites in Banner

Enforced Pre-requisites in Banner 

Enter the Course Description exactly as it should appear in the university catalog, adhering to UCCC guidelines.

To include prerequisites, click the edit button to open a separate window.

Enforced Pre-requisites in Banner

CO 1001 First Year Seminar

CO 1003 Fundamentals of Public Speaking

CO 1013 Introduction to Communication

CO 1021 Overcoming Communication Apprehension

CO 1093 Honors In Oral Comm

CO 1403 Introduction to the Mass Media

CO 1423 Hist Of Mass Media

CO 1503 Introduction to the Theatre

CO 1513 Theatre Practicum #1

CO 1523 Theatre Practicum #2

CO 1533 Theatre Practicum #3

CO 1542 Technical Theatre Practicum

CO 1543 Theatre Practicum #4

CO 1550 Technical Theatre Practicum

CO 1553 Theatre Practicum #5

CO 1563 Practicum #6

CO 1903 Introduction to Cinema

CO 1223 Introduction to Communication Theory

>>

<<

Comment:

Sequence:

Or Class:

Hours:

☐ Indent

Minimum Grade:

☐ Concurrent

Quick Add: Add

Add Comment Entry

Move Up Move Down

Use the drop-down menus, Quick Add function, and arrows as needed to add or remove prerequisites.

Use the "Or Class" box to list either/or options.

Check the Concurrent box as needed.

Course Learning Outcomes

Course Learning Outcome	
1.	

Use the Add button to enter each Course Learning Outcome individually. A minimum of four is required.

May the course be repeated for credit?
☐ Yes ☒ No

Grade Mode

Select...

Indicate repeatability and grading mode.

Method of Instruction

☐ Clinical Instruction (H)	☐ Correspondence (M)
☐ Dir Ex Stdy/Pract/Co-Op/Intern (E)	☐ Dir. Individ. Study, Spec. Prob (I)
☐ Dissertation or Thesis (D)	☐ Laboratory (L)
☐ Lecture (C)	☐ Lecture/Lab (B)
☐ Non Credit Producing Lab (K)	☐ Seminar, Workshop, Forum (S)
☐ Student Teaching Field Exp. (F)	☐ Studio (Q)
☐ Study Out-of-Country (A)	☐ Study Out-of-State (N)

Method of Delivery

Course Credits

Course credits should be entered as the number of credit hours earned (i.e., 3).
 If the credit to be awarded will be variable, use a range (i.e., 1-6).
 If a non-credit lab is an option, include both a 0 for the lab and the credits for the lecture portion (i.e., 0,3).

Course Syllabus (contact hours required in syllabus) [📎](#) **Attach Syllabus**

Uploaded Files:
 Files To Be Uploaded:

Choose the Method of Instruction, Method(s) of Delivery, and enter the course credits. If proposing for online delivery, additional question fields will open at the bottom of the form. See the following pages for more information.

Upload a syllabus following all UCCC guidelines.

Justification [📎](#)

Target Audience [📎](#)

Letter of Support [📎](#) **Attach Letters**

Uploaded Files:
 Files To Be Uploaded:

Cancel **Save Changes** **Submit**

Provide a justification for offering the course, as well as the intended target audience.

Upload a letter of support signed by your departmental curriculum committee.

NOTE: You may save and revisit the proposal as you work in stages. Clicking "Submit" will route the proposal to your departmental curriculum committee chair to begin the formal review process.

Online Delivery and AdvantaGE Proposals

Proposals to offer a course with online delivery or to include a course in AdvantaGE (general education) will require additional information.

Online/Distance Learning

How will the instructor engage in appropriate communication with individual online/distance students (i.e. office hours, after class discussions, etc.)?

How will online/distance students interact with their peers?

What will be the differences in the face to face and the online versions of the course?

What is the justification for the online/distance learning offering?

When courses are proposed for both face-to-face and online delivery, it is important to show as much congruence as possible between the two delivery methods.

AdvantaGE

AdvantaGE

Select...



Domain

Domain Learning Outcome Alignment

Description of Signature Assignment(s)

Signature Assignment Assessment

AdvantaGE courses must meet specific guidelines.

For more information and assistance, visit advantage.msstate.edu.

Sample Syllabus

A detailed course syllabus must be included with all course proposals and contain the following elements:

- | | | |
|---|--|--|
| ☐ Course number, name, and section | ☐ Learning outcomes (at least four) | ☐ General class information (attendance and late work policy required; all must be in line with AOPs) |
| ☐ Instructor name and title, contact information, and office hours | ☐ Course materials, required and optional | |
| ☐ Course description | ☐ Class assignments with due dates | ☐ Distance information, if applicable |
| ☐ Class schedule and approximate due dates, including final exam | ☐ Methods of evaluation and standards of achievement, including points/percentages and course grading scale | ☐ Link to University Syllabus (found on Provost's website) |

Syllabi must also include an accounting of the total contact hours broken down by topics covered in the course. Syllabi are submitted for review purposes only. It is expected that over time syllabi might be slightly altered to reflect updates within the discipline. For this reason, it is recommended that syllabi submitted as part of a new course proposal include the required elements only. Visit cas.msstate.edu > Faculty & Staff > Curriculum Development or email curriculum@deanas.msstate.edu for a template.

Online/Distance Courses

If the course will be offered online/distance, the following must be answered:

- ☐ How will the instructor engage in appropriate communication with individual online/distance students (i.e. office hours, after class discussions, etc.)?
- ☐ How will online/distance students interact with their peers?
- ☐ What will be the differences in the face to face and the online versions of the course?
- ☐ What is the justification for the online/distance offering?

Online/distance proposals must also include detailed information on the measures that will be put in place to deter academic misconduct (random ordered questions, time sensitive exams, proctored exams, new/revised exams each semester, etc.).

Additionally, online/distance proposals must include the target audience (professionals, military personnel, high school students, students at other institutions, etc.) and who will be allowed to enroll in the course/program (distance students only or any student).

AdvantaGE (General Education)

If the course is being proposed for AdvantaGE, the following items must be addressed:

- ☐ AdvantaGE syllabus statement specific to the course
- ☐ Domain Learning Outcome Alignment
- ☐ Description of the Signature Assignment
- ☐ Signature Assignment

Visit advantage.msstate.edu or contact the General Education Committee chair for more information and guidance.

Letters of Support

A letter of support less than a calendar year old must be included with the course proposal.

The letter should be written by the department curriculum committee chair or the degree program coordinator if the department does not have a curriculum committee. The names of all committee members/program faculty should be included. Committee/faculty members should indicate their approval by signing the letter.

The letter should address the availability of staff, library support, any laboratories or equipment required, and the availability of funds for setting up and continuing the course, as well as potential conflicts.

Additional Considerations

Proposed Course Number

First number=level, last number=credit hours. Contact department for more info.

Effective Date

Courses are effective the semester after approved; likely to take three months after submitting at college level

Catalog Description

As it will appear formally

CIP Number

Contact A&S Dean's Office if needed.

Repeat for Credit

If the course can be repeated for credit, how many times?

Grading Mode

Normal grading or pass/fail

Method of Instruction/Delivery

Lecture, lab, lecture/lab, study abroad, etc.? Face to face, online, etc.? *Note: Method of Delivery is not the same as campus offered. Online delivery is an option for all campuses.

Justification

Address the need, expected enrollment, and how existing curriculum will benefit.

Target Audience

Identify the intended audience and who will be allowed to enroll.

Approval Stages and Timeline

All new course proposals must be approved by the department curriculum committee, department head, A&S curriculum committee, A&S dean, UCCC, and the provost.

The A&S curriculum committee and UCCC meet once a month during the academic year. Proposers should expect the full approval process to take approximately three months minimum, excluding the summer months.

All A&S and UCCC submission deadlines and meeting dates are available on the College of Arts & Sciences [Curriculum Development](#) web page.

Proposers are notified of the proposal's outcome at the college and university stages by the appropriate staff and/or curriculum committee chair. The most common outcomes of the A&S curriculum committee and UCCC are:

Passed

The proposal is forwarded to the next stage of review/approval.

Passed-Contingent

The proposal needs minor revisions that the committee chair may independently review and approve. The proposer will be notified by email with requested revisions. The committee chair reviews and approves the revised proposal. No further review by the full committee is necessary.

Tabled

The proposal was not approved because it has significant deficiencies and requires additional clarification and revision. The proposer will be notified by email with necessary revisions. Once resubmitted, the proposal will be placed on the next meeting agenda of the committee that tabled the proposal (A&S or UCCC).

The A&S Curriculum Committee membership, meeting minutes, and a syllabus template are available on the College of Arts & Sciences [Curriculum Development](#) web page.

UCCC logs, change notices, meeting minutes, and current agendas and proposals are available on the University Committee on Courses and Curricula [Archive](#) web page.

Additional Assistance

For any questions related to curriculum development, including proposal reviews before submission, please email the A&S Academic Affairs office at curriculum@deanas.msstate.edu.

Additionally, see the [UCCC Guide and Format](#) for detailed information.