

The Process of the New Course Proposal and Adoption

Department of Information Sciences

The Catholic University of America

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For the purposes of this proposal,

A regular course is a course that is offered on a regular basis and included in the curriculum for regular reviews

A special topics course is a course on a new or emergent topic, not intended for regular offering; however, it is used to gauge student interest in the topic; special topics can be converted to regular courses after two-three offerings upon review.

New Course Proposal

Full-time and part-time DIS faculty members can propose regular or special topics courses by submitting a course proposal to the Curriculum Committee (CC) for approval. The CC reviews course proposals in the fall and spring semesters. The proposal should be submitted at least eight months before the proposed course is offered.

The course proposal should include all the essential elements indicated in [the New Course Proposal form](#).

New Course Review by the CC

- Proposals should be distributed by the CC Chair to committee members for review at least one week prior to the scheduled CC meeting.
- The CC will communicate their decision on the proposal to the faculty member within a week from the CC meeting. The Curriculum Committee may approve, deny, or seek clarification on the proposal.
- If the CC asks for clarification, it will set a deadline for submitting additional information. A decision will be made and communicated to the faculty member no later than two weeks after additional information has been received, even if there is no scheduled CC meeting.
- If the proposal is denied, the CC will provide a written explanation.
- If the course is approved, the faculty will work with the Dept. Chair on assigning the course number and scheduling the course.
- CC members should remain vigilant to assess the potential of the proposed course without interfering with the faculty member's academic freedom to plan the content and design modes of assessment based on their expertise.

New Course Adoption

After a regular or special topics course has been offered twice, the faculty member teaching the course will submit a report to the CC on the state of the course. The report should include

- The latest course syllabus.
- Lessons learned from teaching the course (what works, what does not work).
- Enrollment data and summary of student evaluation (Dean's Office will provide this information on request).
- Proposed action on the course, such as regularizing the course, continuing testing the course, or discontinuing the course.

Types of CC Decisions

- 1) Regularize the course and add it to the school catalog and the two-year plan if not already included. DIS will notify Enrollment Services of the new addition. If the course is adopted, the CC will provide a justification for adding the course to the curriculum, noting its contribution to the curriculum.
- 2) Request that the faculty member revise the course and offer it two more times to assess the revised version.
- 3) Decide the course be discontinued at this time.
- 4) If the course was originally proposed as a special topics course, reclassify it as a regular course.