

New Course Proposal Checklist

Submission Date: March 25, 2017

Department: Augustinian Scholars Program / Provost's Office

Course Title: IS-030H: Augustinian Honors Seminar: Stories Worth Telling (1 unit)

Prepared by: Jesse Covington IS-040H: Augustinian Honors Seminar: Calls Worth Answering (1 unit)

Department Chair: Patti Hunter / Mark Sargent (the program is not under a standard department's oversight)

X if standards are met	Required Information	Questions/Comments
X	Cover page that includes the department's endorsement	See memo
X	A brief rationale for proposing a new course	See memo
X	Course Learning Outcomes (CLOs) aligned with the departmental PLOs and listed in a syllabus	See Syllabi
	Frequency of offering: Check the appropriate box:	
	- every semester	
X	- once a year (F or S)	Once a year each
	- once every other year	
	- Mayterm only	
	- other (specify)	
	Resources application: Check the appropriate box:	
	- staffing requirements (adjunct)	
	- IT resources	
	- other resources such as equipment, space, lab resources	
	<i>Attached Letter /Email from Provost if resources are required</i>	
	Library resources : <i>Attached Letter/Email from the Library Director or Associate Library Director if resources are required</i>	
X	Credit Units 1 unit each	
	Course nature:	
	- major	
	- minor	
X	- elective / Augustinian Scholars Program	Expected for ASP
X	Course description for the Catalogue	See memo
X	Syllabus that follows the guidelines for syllabus preparation	See syllabi & memo
	Course number: to be assigned by the Registrar upon consultation with the Department Chair	

Department Chair (signature)

Date