## 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)  
**Course Title:** IS-040H: Augustinian Honors Seminar: Calls Worth Answering (1 unit)  
**Prepared by:** Jesse Covington  
**Department Chair:** Patti Hunter / Mark Sargent (the program is not under a standard department’s oversight)

<table>
<thead>
<tr>
<th>X if standards are met</th>
<th><strong>Required Information</strong></th>
<th><strong>Questions/Comments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Cover page that includes the department's endorsement</td>
<td>See memo</td>
</tr>
<tr>
<td>X</td>
<td>A brief rationale for proposing a new course</td>
<td>See memo</td>
</tr>
<tr>
<td>X</td>
<td>Course Learning Outcomes (CLOs) aligned with the departmental PLOs and listed in a syllabus</td>
<td>See Syllabi</td>
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**Frequency of offering:** Check the appropriate box:

- every semester  
- once a year (F or S)  
- 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

*Attached Letter/Email from Provost if resources are required*

**Library resources:** Attached Letter/Email from the Library Director or Associate Library Director if resources are required

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<thead>
<tr>
<th>X</th>
<th>Credit Units</th>
<th>1 unit each</th>
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**Course nature:**

- major  
- minor

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<tr>
<th>X</th>
<th>elective / Augustinian Scholars Program</th>
<th>Expected for ASP</th>
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**Course description for the Catalogue**  
See memo

**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

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**Department Chair (signature) ___________________________**  
**Date** March 25, 2017