FACULTY CURRICULUM COMMITTEE
SIGNATURE PAGE

- In section A, list ALL of the forms covered by this signature page. If you submit a form that is not listed in A, your proposal will be held back until we receive a new, updated signature page.
- You must obtain the signature of your department chair and dean before submitting your proposal.

A. FORMS COVERED BY THIS SIGNATURE PAGE. List each form you are submitting—for instance, PSYC 383, Course Form; PSYC, Change of Major Form; PSYC, Change of Minor Form.

NEW COURSE FORMS
BIOL 250L Special Topics in Biology Laboratory
BIOL 453L Special Topics Laboratory

CHANGE OF COURSE FORMS
BIOL 250 Special Topics in Biology
BIOL 453 Special Topics

B. APPROVAL AND SIGNATURES.

1. Signature of Department Chair or Program Director:

   Date: 2/17/16

2. Signature of Academic Dean:

   Date: 2/17/16

3. Signature of Provost:

   Date: 3/10/16

4. Signature of Business Affairs (only for course fees):

   Date: ______________

   ☐ fee approved on __________
   ☐ BOT approval pending

5. Signature of Curriculum Committee Chair:

   Date: 3-23-16

6. Signature of Budget Committee Chair (only for new programs):

   Date: ______________

7. Signature of Academic Planning Committee Chair (only for new programs):

   Date: ______________

8. Signature of Faculty Senate Secretary:

   Date: ______________

Date Approved by Faculty Senate: ______________
FACULTY CURRICULUM COMMITTEE
COURSE FORM

Instructions:
- Please fill out one of these forms for each course you are adding, changing, deactivating, or reactivating.
- Fill out the parts of the form specified in part B. You must do this before your request can move forward!
- Remember that your changes will not be implemented until the next catalog year at the earliest.
- If you have questions, start by checking the instructions on the website. Please feel free to contact the committee chairs with any remaining questions you might have.

A. CONTACT/COURSE INFORMATION.

Name: Willem (jaap) Hillenius  Phone: 953-2297  Email: hilleniusw@cofc.edu

Department or Program: Biology  School: Sciences & Mathematics

Subject Acronym and Course Number: BIOL 250

Catalog Year in which changes will take effect: FALL 2016

B. TYPE OF REQUEST. Please check all that apply, then fill out the specified parts of the form.

☐ Add a New Course (complete parts C, D, F, G, H, I, J)
☒ Change Part of an Existing Course (complete parts C, D, E, F, G, I, J)
☐ Course Number (you must submit a course deactivation request for the old course number)
☐ Course Name
☐ Course Description
☒ Credit/Contact Hours
☒ Restrictions (prerequisites, co-requisites, junior/senior standing, etc.)
☐ Deactivate an Existing Course (complete parts C, D, E, G, I, J)
☐ Reactivate a Previously-Deactivated Course (complete parts C, D, E, G, I, J)

C. RATIONALE AND EXPLANATION. Please describe your request and explain why you are making it.

The current BIOL 250 Special Topics (1–4) course listing can be enough hours (4) to include a lab component but does not clearly state that there is one. Since a separate lab is proposed as a new course (BIOL 250L), the possible hours for BIOL 250 can be reduced to 1–3 instead of 1–4.

D. IMPACT ON EXISTING PROGRAMS AND COURSES. Please briefly describe the impact of your request on your own programs and courses as well other programs and courses. If another program requires the course, you must submit their written acknowledgement with this proposal. Also, the affected program must describe any change in the number of credit hours they require. Include a list of similar courses in other departments and explain any overlap.

This is not expected to have any impact on existing programs or other courses.

This form was last updated on 12/13/13 and replaces all others.
E. EXISTING COURSE INFORMATION. If you are proposing a new course, just leave this blank. Otherwise, please fill out all fields.

Department: Biology School: Science & Math Subject Acronym: BIOL Course Number: 250

Credit hours: ___ lecture ___ lab ___ seminar ___ independent study
Contact hours: ___ hr/credit ___ lecture ___ hr/credit ___ lab ___ seminar ___ independent study

Course title: Special Topics in Biology

Course description (maximum 50 words, exactly as it appears in the catalog):
Lectures and discussion on selected topics of biological interest.

Restrictions (pre-requisites, co-requisites, majors only, etc.): One year of biology or permission of the instructor

Cross-listing, if any:

Is this course repeatable? ☒ yes ☐ no If yes, how many total credit hours may the student earn? 4

F. NEW COURSE INFORMATION. If you are deactivating a course, leave this blank. Otherwise, please fill out all fields. For changed courses, use boldface for the information that is changing.

Department: Biology School: Science & Math Subject Acronym: BIOL Course Number: 250

Credit hours: ___ lecture ___ lab ___ seminar ___ independent study
Contact hours: ___ hr/credit ___ lecture ___ lab ___ seminar ___ independent study

Course title: Special Topics in Biology

Course description (maximum 50 words, exactly as it appears in the catalog):
Lectures and discussion on selected topics of biological interest.

Restrictions (pre-requisites, co-requisites, majors only, etc.):
One year of biology or permission of the instructor
If there is a corequisite lab, it will be incorporated into the published listing and computer programming as needed

If this is a newly-created course, is it intended to be the equivalent of an existing course? ☐ yes ☒ no
If so, which course? ______

If equivalent, will the newly-created course replace the existing course? ☐ yes ☒ no
Note: If yes, you must deactivate that course by submitting an additional Course Form.

Cross-listing, if any (submit approval from relevant department): Any cross-listing will be done on a course-by-course basis depending on the topic
Note: Cross-listed courses are equivalent.

This form was last updated on 12/13/13 and replaces all others.
Is this course repeatable? ☒ yes ☐ no  If yes, how many total credit hours may the student earn? The course may be repeated for credit when course content varies

Is there an activity, lab, or other fee associated with this course? ☐ yes ☒ no  What is the fee? $

Note: The Senate cannot approve new fees; Business Affairs will submit any such request to the Board of Trustees. The course can still be created, but the fee will not be attached until the Board has approved it.

G. COSTS. List all of the new costs or cost savings (including new faculty/staff requests, library, equipment, etc.) associated with your request.

There are no new costs or cost savings associated with this request.

H. STUDENT LEARNING OUTCOMES AND ASSESSMENT.

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<th>Student Learning Outcomes</th>
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1.

2.

3.

4.

How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course?
I. PROGRAM CHANGES. Will this course be added to the existing degree requirements or list of approved electives of a major, minor, or concentration? ☐ yes ☒ no

If yes, please attach a Change Minor and/or Change Major/Program Form as appropriate.

J. CHECKLIST.

☒ I have completed all relevant parts of the form.

☒ I have attached a cover letter that describes my request and lists all the documents I am submitting.

☐ (For new courses only) I have attached a syllabus.

☐ (For courses used in any way by other departments, including cross-listing) I have attached an acknowledgement from the relevant department.

☐ (For courses intended to fulfill a Gen Ed requirement) I have submitted the proposal to the Gen Ed committee.

☒ I have submitted one Signature Form that lists all of the different forms I am submitting.
Instructions:
- Please fill out one of these forms for each course you are adding, changing, deactivating, or reactivating.
- Fill out the parts of the form specified in part B. **You must do this before your request can move forward!**
- Remember that your changes will not be implemented until the next catalog year at the earliest.
- If you have questions, start by checking the instructions on the website. Please feel free to contact the committee chairs with any remaining questions you might have.

A. CONTACT/COURSE INFORMATION.

Name: Willem (Jaap) Hillenius
Phone: 953-2297
Email: hilleniusw@cofc.edu

Department or Program: Biology
School: Sciences & Mathematics

Subject Acronym and Course Number: BIOL 250L

Catalog Year in which changes will take effect: FALL 2016

B. TYPE OF REQUEST. Please check all that apply, then fill out the specified parts of the form.

- Add a New Course (complete parts C, D, F, G, H, I, J)
- Change Part of an Existing Course (complete parts C, D, E, F, G, I, J)
  - Course Number (you must submit a course deactivation request for the old course number)
  - Course Name
  - Course Description
  - Credit/Contact Hours
  - Restrictions (prerequisites, co-requisites, junior/senior standing, etc.)
- Deactivate an Existing Course (complete parts C, D, E, G, I, J)
- Reactivate a Previously-Deactivated Course (complete parts C, D, E, G, I, J)

C. RATIONALE AND EXPLANATION. Please describe your request and explain why you are making it.

The current BIOL 250 Special Topics course lists lecture and discussion components, but no lab component. This request is to add the option for a lab rather than being limited to discussion (as we currently are based on a ruling from the Registrar). We need to make this change to fulfill the intent of the Special Topics type of science class. We have also been advised that this needs to be listed separately from the lecture course.

D. IMPACT ON EXISTING PROGRAMS AND COURSES. Please briefly describe the impact of your request on your own programs and courses as well other programs and courses. If another program requires the course, you must submit their written acknowledgement with this proposal. Also, the affected program must describe any change in the number of credit hours they require. Include a list of similar courses in other departments and explain any overlap.

This is not expected to have any impact on existing programs or other courses.

This form was last updated on 12/13/13 and replaces all others.
E. EXISTING COURSE INFORMATION. If you are proposing a new course, just leave this blank. Otherwise, please fill out all fields.

Department:                      School:                      Subject Acronym:                      Course Number:                      

Credit hours:  __ lecture  ___ lab  ___ seminar  ___ independent study  
Contact hours:  __ lecture  ___ lab  ___ seminar  ___ independent study  

Course title:                      

Course description (maximum 50 words, exactly as it appears in the catalog):                      

Restrictions (pre-requisites, co-requisites, majors only, etc.):                      

Cross-listing, if any:                      

Is this course repeatable?  ☐ yes  ☐ no  If yes, how many total credit hours may the student earn?  ___

F. NEW COURSE INFORMATION. If you are deactivating a course, leave this blank. Otherwise, please fill out all fields. For changed courses, use boldface for the information that is changing.

Department: Biology  School: Sciences & Math  Subject Acronym: BIOL  Course Number: 250L

Credit hours:  ___ lecture  ___ lab*  ___ seminar  ___ independent study  
Contact hours:  ___ lecture  ___ hours/credit lab  ___ seminar  ___ independent study  

Course title: **Special Topics in Biology Laboratory** (1)

Course description (maximum 50 words, exactly as it appears in the catalog):  
Laboratories on selected topics of biological interest  

Restrictions (pre-requisites, co-requisites, majors only, etc.):  
One year of Biology or permission of Instructor  
[There will very likely be a corequisite or prerequisite of the corresponding BIOL 250 lecture. However, this will be — incorporated into the published listing and computer programming as needed.]

If this is a newly-created course, is it intended to be the equivalent of an existing course?  ☐ yes  ☐ no  
If so, which course?  ________________  

If equivalent, will the newly-created course replace the existing course?  ☐ yes  ☐ no  
Note: If yes, you must deactivate that course by submitting an additional Course Form.

Cross-listing, if any (submit approval from relevant department):  Any cross-listing will be done on a course-by-course — basis depending on the topic  
Note: Cross-listed courses are equivalent.  

Is this course repeatable?  ☐ yes  ☐ no  If yes, how many total credit hours may the student earn?  May be repeated for credit when course content varies  

This form was last updated on 12/13/13 and replaces all others.
Is there an activity, lab, or other fee associated with this course? □ yes □ no  What is the fee? $ Standard Biology lab fee
Note: The Senate cannot approve new fees; Business Affairs will submit any such request to the Board of Trustees. The course can still be created, but the fee will not be attached until the Board has approved it.

G. COSTS. List all of the new costs or cost savings (including new faculty/staff requests, library, equipment, etc.) associated with your request.

There are no new costs or cost savings associated with this request.

H. STUDENT LEARNING OUTCOMES AND ASSESSMENT.

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<tr>
<td>1. Students will demonstrate improvement in their ability to apply knowledge of the core concepts and competencies in biology to classify, explain and interpret biological phenomena.</td>
<td>Written tests, laboratory reports, oral reports, grant proposals, journals and/or poster presentations will enable students to demonstrate their improvement in knowledge and their ability to apply concepts acquired in lecture to the field or laboratory setting.</td>
</tr>
<tr>
<td>2. Students will demonstrate improvement in their ability to communicate biological explanations and interpretations</td>
<td>Assessment will be by written reports, formal oral reports, poster presentations and/or by topical discussions</td>
</tr>
<tr>
<td>3. Students will demonstrate acquisition of or improvement in their skills specific to the laboratory or field in the topic of study</td>
<td>Students will use their skills in the performance of laboratory or field activities. Assessment will be by observation and/or by the outcome of experiments or studies</td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>

How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course?

This course will support Outcome 2 Core Concepts and Competencies—Programmatic Improvement; Outcome 3 Scientific Communication Skills. For nonmajors or sophomore level students it will also support Outcome 1 Core Concepts and Competencies—Foundation. Depending on the subject matter and design of the course, the content or skill will be introduced, reinforced and/or demonstrated.
I. PROGRAM CHANGES. Will this course be added to the existing degree requirements or list of approved electives of a major, minor, or concentration? ☐ yes ☒ no

If yes, please attach a Change Minor and/or Change Major/Program Form as appropriate.

J. CHECKLIST.

☒ I have completed all relevant parts of the form.

☒ I have attached a cover letter that describes my request and lists all the documents I am submitting.

☐ (For new courses only) I have attached a syllabus. (NOT APPLICABLE; DEPENDS ON TOPIC)

☐ (For courses used in any way by other departments, including cross-listing) I have attached an acknowledgement from the relevant department.

☐ (For courses intended to fulfill a Gen Ed requirement) I have submitted the proposal to the Gen Ed committee.

☒ I have submitted one Signature Form that lists all of the different forms I am submitting.
FACULTY CURRICULUM COMMITTEE
COURSE FORM

Instructions:
- Please fill out one of these forms for each course you are adding, changing, deactivating, or reactivating.
- Fill out the parts of the form specified in part B. You must do this before your request can move forward!
- Remember that your changes will not be implemented until the next catalog year at the earliest.
- If you have questions, start by checking the instructions on the website. Please feel free to contact the committee chairs with any remaining questions you might have.

A. CONTACT/COURSE INFORMATION.

Name: Willem (Jaap) Hillenius                      Phone: 953-2297                      Email: hilleniusw@cofc.edu

Department or Program: Biology                      School: Sciences & Mathematics

Subject Acronym and Course Number: BIOL 453

Catalog Year in which changes will take effect: FALL 2016

B. TYPE OF REQUEST. Please check all that apply, then fill out the specified parts of the form.

☐ Add a New Course (complete parts C, D, F, G, H, I, J)
☒ Change Part of an Existing Course (complete parts C, D, E, F, G, I, J)
☐ Course Number (you must submit a course deactivation request for the old course number)
☐ Course Name
☐ Course Description
☒ Credit/Contact Hours
☒ Restrictions (prerequisites, co-requisites, junior/senior standing, etc.)
☐ Deactivate an Existing Course (complete parts C, D, E, G, I, J)
☐ Reactivate a Previously-Deactivated Course (complete parts C, D, E, G, I, J)

C. RATIONALE AND EXPLANATION. Please describe your request and explain why you are making it.

BIOL 453L Special Topics Laboratory has been proposed as a new 1-credit course to capture laboratory as a distinct activity. Labs and lab credit will no longer be part of BIOL 453; therefore the number of credit hours will be reduced to a range of 1–3 in place of 1–4.

D. IMPACT ON EXISTING PROGRAMS AND COURSES. Please briefly describe the impact of your request on your own programs and courses as well other programs and courses. If another program requires the course, you must submit their written acknowledgement with this proposal. Also, the affected program must describe any change in the number of credit hours they require. Include a list of similar courses in other departments and explain any overlap.

This is not expected to have any impact on existing programs or other courses.

This form was last updated on 12/13/13 and replaces all others.
E. EXISTING COURSE INFORMATION. If you are proposing a new course, just leave this blank. Otherwise, please fill out all fields.

Department: Biology School: Sciences & Math Subject Acronym: BIOL Course Number: 453

Credit hours: ___1-4__ lecture ___ lab ___ seminar ___ independent study
Contact hours: ___1 hr/credit__ lecture ___3 hrs/credit__ lab ___ seminar ___ independent study

Course title: Special Topics

Course description (maximum 50 words, exactly as it appears in the catalog): [unchanged]
Special studies designed to supplement an offering made in the department or to investigate an additional, specific area of biological research.

Restrictions (pre-requisites, co-requisites, majors only, etc.): BIOL 111/111L, BIOL 112/112L, BIOL 211/211D and BIOL 305

Cross-listing, if any:

Is this course repeatable? ☒ yes ☐ no If yes, how many total credit hours may the student earn? No limit as long as the subject matter is different.

F. NEW COURSE INFORMATION. If you are deactivating a course, leave this blank. Otherwise, please fill out all fields. For changed courses, use boldface for the information that is changing.

Department: School: Subject Acronym: Course Number:

Credit hours: ___1-3__ lecture ___ lab ___ seminar ___ independent study
Contact hours: ___1 hr/credit__ lecture ___lab ___ seminar ___ independent study

Course title: Special Topics

Course description (maximum 50 words, exactly as it appears in the catalog):
Special studies designed to supplement an offering made in the department or to investigate an additional, specific area of biological research

Restrictions (pre-requisites, co-requisites, majors only, etc.):
Prerequisites: BIOL 111/111L, BIOL 112/112L, BIOL 211/211D and permission of instructor
Corequisite or Prerequisite: BIOL 305, MATH 250 or equivalent course in statistics

If there is a corequisite lab, it will be incorporated into the published listing and computer programming as needed.

If this is a newly-created course, is it intended to be the equivalent of an existing course? ☐ yes ☒ no
If so, which course? ____________________________

If equivalent, will the newly-created course replace the existing course? ☐ yes ☒ no
Note: If yes, you must deactivate that course by submitting an additional Course Form.

Cross-listing, if any (submit approval from relevant department): __
Note: Cross-listed courses are equivalent.

Any cross-listing will be done on a course by course basis depending on the topic

This form was last updated on 12/13/13 and replaces all others.
Is this course repeatable? ☒ yes ☐ no If yes, how many total credit hours may the student earn? May be repeated for credit when course content varies

Is there an activity, lab, or other fee associated with this course? ☐ yes ☒ no What is the fee? $

Note: The Senate cannot approve new fees; Business Affairs will submit any such request to the Board of Trustees. The course can still be created, but the fee will not be attached until the Board has approved it.

G. COSTS. List all of the new costs or cost savings (including new faculty/staff requests, library, equipment, etc.) associated with your request.

There are no new costs or cost savings associated with this request.

H. STUDENT LEARNING OUTCOMES AND ASSESSMENT.

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How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course?

I. PROGRAM CHANGES. Will this course be added to the existing degree requirements or list of approved electives of a major, minor, or concentration? ☐ yes ☒ no

This form was last updated on 12/13/13 and replaces all others.
If yes, please attach a Change Minor and/or Change Major/Program Form as appropriate.

J. CHECKLIST.

☒ I have completed all relevant parts of the form.

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☐ (For new courses only) I have attached a syllabus. **(NOT APPLICABLE; DEPENDS ON TOPIC)**

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A. CONTACT/COURSE INFORMATION.

Name: Willem (laap) Hillenius  Phone: 953-2297  Email: hilleniusw@cofc.edu
Department or Program: Biology  School: Sciences & Mathematics
Subject Acronym and Course Number: BIOL 453L
Catalog Year in which changes will take effect: FALL 2016

B. TYPE OF REQUEST. Please check all that apply, then fill out the specified parts of the form.

☒ Add a New Course (complete parts C, D, F, G, H, I, J)
☐ Change Part of an Existing Course (complete parts C, D, E, F, G, I, J)
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☐ Deactivate an Existing Course (complete parts C, D, E, G, I, J)
☐ Reactivate a Previously-Deactivated Course (complete parts C, D, E, G, I, J)

C. RATIONALE AND EXPLANATION. Please describe your request and explain why you are making it.

The current BIOL 453 Special Topics course (1-4) listing implies the possibility of a lab component but does not clearly state that there is one. This request is to add a separate listing specific for the laboratory class so that it is clear when one is offered.

D. IMPACT ON EXISTING PROGRAMS AND COURSES. Please briefly describe the impact of your request on your own programs and courses as well other programs and courses. If another program requires the course, you must submit their written acknowledgement with this proposal. Also, the affected program must describe any change in the number of credit hours they require. Include a list of similar courses in other departments and explain any overlap.

This is not expected to have any impact on existing programs or other courses.

This form was last updated on 12/13/13 and replaces all others.
E. EXISTING COURSE INFORMATION. If you are proposing a new course, just leave this blank. Otherwise, please fill out all fields.

Department: 
School: 
Subject Acronym: 
Course Number: 
Credit hours: _ lecture _ lab _ seminar _ independent study
Contact hours: _ lecture _ lab _ seminar _ independent study

Course title:

Course description (maximum 50 words, exactly as it appears in the catalog):

Restrictions (pre-requisites, co-requisites, majors only, etc.):

Cross-listing, if any:

Is this course repeatable? ☐ yes ☐ no If yes, how many total credit hours may the student earn? ____

F. NEW COURSE INFORMATION. If you are deactivating a course, leave this blank. Otherwise, please fill out all fields. For changed courses, use boldface for the information that is changing.

Department: Biology 
School: Sciences & Math 
Subject Acronym: BIOL 
Course Number: 453L
Credit hours: _ lecture 1 lab* _ seminar _ independent study
Contact hours: _ lecture 3 hours/credit lab _ seminar _ independent study

Course title: Special Topics Laboratory (1)

Course description (maximum 50 words, exactly as it appears in the catalog):
Laboratories on selected topics of biological interest

Restrictions (pre-requisites, co-requisites, majors only, etc.):
Prerequisites: BIOL 111/111L, BIOL 112/112L, BIOL 211/211D and permission of instructor
Corequisite or Prerequisite: BIOL 305, MATH 250 or equivalent course in statistics

If this is a newly-created course, is it intended to be the equivalent of an existing course? ☐ yes ☒ no
If so, which course? ________________

If equivalent, will the newly-created course replace the existing course? ☐ yes ☐ no
Note: If yes, you must deactivate that course by submitting an additional Course Form.

Cross-listing, if any (submit approval from relevant department): Any cross-listing will be done on a course-by-course basis depending on the topic.________________
Note: Cross-listed courses are equivalent.

Is this course repeatable? ☒ yes ☐ no If yes, how many total credit hours may the student earn? May be repeated for credit when course content is different

This form was last updated on 12/13/13 and replaces all others.
Is there an activity, lab, or other fee associated with this course? □ yes □ no  What is the fee? $ Standard Biology lab fee

Note: The Senate cannot approve new fees; Business Affairs will submit any such request to the Board of Trustees. The course can still be created, but the fee will not be attached until the Board has approved it.

G. COSTS. List all of the new costs or cost savings (including new faculty/staff requests, library, equipment, etc.) associated with your request.

There are no new costs or cost savings associated with this request.

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How does this course align with the student learning outcomes articulated for the major, program, or general education? What program-level outcome or outcomes does it support? Is the content or skill introduced, reinforced, or demonstrated in this course?

This course will support Outcome 2 Core Concepts and Competencies—Programmatic Improvement; Outcome 3 Scientific Communication Skills. Depending on the subject matter and design of the course, the content or skill will be introduced, reinforced and/or demonstrated.
I. PROGRAM CHANGES. Will this course be added to the existing degree requirements or list of approved electives of a major, minor, or concentration? ☐ yes ☒ no

If yes, please attach a Change Minor and/or Change Major/Program Form as appropriate.

J. CHECKLIST.

☒ I have completed all relevant parts of the form.

☒ I have attached a cover letter that describes my request and lists all the documents I am submitting.

☐ (For new courses only) I have attached a syllabus. (NOT APPLICABLE; DEPENDS ON TOPIC)

☐ (For courses used in any way by other departments, including cross-listing) I have attached an acknowledgement from the relevant department.

☐ (For courses intended to fulfill a Gen Ed requirement) I have submitted the proposal to the Gen Ed committee.

☒ I have submitted one Signature Form that lists all of the different forms I am submitting.