

Waldorf Course Review and Approvals Form

Course Prefix, Number, Name, and Credits	ZZZ 9999 Enter Course Title Here 3			
Degree and program:				
Is this a new course or revision?	<input type="checkbox"/> New Course <i>Requires new course number assigned by Registrar prior to submission of form.</i>	<input type="checkbox"/> Experimental Course	<input type="checkbox"/> Minor revision	<input type="checkbox"/> Full Revision
Does this course replace an existing course?	<input type="checkbox"/> No	<input type="checkbox"/> Yes <i>If yes, please list course number/name here.</i>		
Would this course impact other departments?	<input type="checkbox"/> No	<input type="checkbox"/> Yes <i>If yes, please contact the appropriate department chair and make them aware of this course.</i>		
Rationale for creation or revision of the course				
Briefly describe impact on teaching load within department/program				
Department Chair or Online Program Coordinator				
<i>Department Notes:</i>				
Course Writer				
Dates for course writer:				
<i>Please use beginning and ending dates according to the term schedule.</i>				
<i>Course Writer Notes:</i>				
Is this a shared course with CSU?	<input type="checkbox"/> No	<input type="checkbox"/> Yes <i>If yes, please list CSU's course number/name here.</i>		
Textbook, Integrated Learning Resources (ILR), and Course Technology Requirements				
<i>The Course Writer intends to have students use the following resources for this course.</i>				
<input type="checkbox"/> Textbook	<i>Title, author, and edition</i>			
<input type="checkbox"/> Customized textbook				
<input type="checkbox"/> eTextbook				
<input type="checkbox"/> Integrated Learning Resources				
Additional resources: <i>Describe all additional resources needed for this course (e.g. virtual labs, software, videos, captivate sessions, library resources, etc.) If this is an ILR course, provide additional details of the planned implementation.</i>				
Estimated hours required for students to complete the course				
Residential Homework Hours		<i>Total hours required for out of class assignments, field work, reading, etc., must range between two and three hours per credit each week for undergraduate students and between three and four hours per credit for graduate students.</i>		
Online Clock Hours		<i>Total clock hours for time on task for students, including reading assignments, must range between 135 minimum and 150 maximum for undergraduate students and 145 minimum and 160 maximum for graduate students.</i>		
Summative Assessment Activities Information	<input type="checkbox"/> This course includes a final exam. <i>(Note: All final exams must be proctored.)</i> <input type="checkbox"/> This course includes a comprehensive assignment.			

	<input type="checkbox"/> Other: (Include description or rationale why no summative assessment or assignment is used.)
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Program Description:

**Underlined words that align with the learning outcomes and course content.*

Insert Program Description Here. Please use the current description published in the Waldorf University Catalog and identify any suggested or proposed changes being considered for new description in catalog.

Program Learning Outcome (PLO), IRMA and Curriculum Mapping:

PLOs checked below align with the course content.

Note on IRMA: The three levels of mapping outcomes within a program are *Introduced*, *Reinforced*, and *Mastered* (IRM). It is expected that *Assessment* of student learning within course and program will also be part of the process. The specific assessments (e.g. assignment, quiz, essay, portfolio, exam) measuring an outcome should be at the level within the curriculum map using an appropriate level of Bloom’s taxonomy of verbs. For example, if you had a 400/4000 level course, and your curriculum map indicates that a program outcome is *Mastered*, you would use higher level Bloom’s verb in your description.

	<input type="checkbox"/> PLO #1	<input type="checkbox"/> PLO #2	<input type="checkbox"/> PLO #3	<input type="checkbox"/> PLO #4
OUTCOMES				
MAPPING	Choose an item.	Choose an item.	Choose an item.	Choose an item.

NOTE: Any outcome with *Mastered* selected must have a designated assessment (e.g. essay, portfolio, exam).

Course Description:

Underlined words that align with learning outcomes (program and course).

Insert Course Name (Course Number) and Course Description Here. Please use the current description published in the Waldorf University Catalog and identify any suggested or proposed changes being considered for new description in catalog.

Course Learning Outcomes (CLO):

Outcomes should be limited to no more than ten per course.

Insert CLOs Here. Before making any changes, please list any CLOs tied to a direct measure as they were previously approved. If you would like to update a DM CLO, please list your suggestion below the original wording. While DM CLOs can be updated for clarity, we cannot delete or modify them in a way that would negate the DM.

Example:

CLO # 6. Describe the basic concepts of biological theories of criminal behavior and assess the related scientific research substantiating these theories.

➤ DM: Unit III Research Paper

(Suggested Revision: Assess biological theories of criminal behavior and related scientific research.)

Direct Measures	
<i>Please check the appropriate box below.</i>	
<input type="checkbox"/>	This course does not contain any direct measure assignments. <i>If checked, please provide an explanation or rationale.</i>
<input type="checkbox"/>	The following CLO(s) are aligned to a direct measure. <i>Please list the CLOs by number and note which PLO and/or GEC is being measured, along with the DM assignment.</i>

Institutional Learning Outcomes	
<i>Please check the appropriate box(es) below as they apply to this course. This should be a substantial portion of the course and have a direct measure of the checked ILO.</i>	
<input type="checkbox"/>	Not Applicable - <i>This course does not measure any Institutional Learning Outcomes.</i>
<input type="checkbox"/>	Goal 1 – Outcome 1 – <i>A substantial part of the course will help Waldorf students demonstrate competence in argument analysis and basic forms of communication (writing, speaking, reading, and listening).</i>
<input type="checkbox"/>	Goal 1 – Outcomes 2 & 3 – <i>A substantial part of the course will help Waldorf students demonstrate competence in scientific skills, both quantitative and qualitative forms of analysis, and apply these methods to understand individual and social human behavior.</i>
<input type="checkbox"/>	Goal 2 – Outcome 1 – <i>A substantial part of the course will help Waldorf students demonstrate how storytelling, science, the visual and performing arts, history, and religion shape human experience.</i>
<input type="checkbox"/>	Goal 2 – Outcome 2 – <i>A substantial part of the course will help Waldorf students demonstrate knowledge of and apply practices related to personal well-being.</i>
<input type="checkbox"/>	Goal 2 – Outcome 3 – <i>A substantial part of the course will help Waldorf students demonstrate an understanding of vocation, apply it to their own lives, and match their skills and passions to the needs of their communities.</i>

Deadline: Departments must submit proposals for new online, term-length courses to Faculty Senate by one full term before the course would be assigned to a course writer and Instructional Design. Departments must submit proposals for new residential, semester-length courses by the second Senate meeting of the preceding fall or spring semester.

Timeline of Course Review and Approvals	Date	Name(s)
Submitted to Department by Faculty Member/Course writer	Click here to enter a date.	

Course Name/Number verified by Registrar	Click here to enter a date.	
Reviewed by Department Chair or Online Program Coordinator	Click here to enter a date.	
Course Learning Outcomes (CLO) and course/program alignment reviewed and approved by Department	Click here to enter a date.	
Course approved by Department	Click here to enter a date.	
Final draft reviewed by designated Associate Dean or VPAA	Click here to enter a date.	
<i>Academic Affairs Notes:</i>		
Approved by Faculty Senate (U) or Graduate Council (G)	Click here to enter a date.	