New Course Proposals to DEES

Please Submit to the Curriculum Committee:

1. **One Page Rationale** – please include the following (see example):
   - Rationale for the new course – what instructional need is being filled? Instructional goals/philosophy – what will students gain from this course? Expected enrollments/audience – who will take this course?
   - Non-majors? Majors? DEES Grads? Other Depts/Schools/Colleges?
   - Justify level – undergrad (1000-3000), grad (≥ 6000), both (≥ 4000)? Pre-requisites – what is the ideal preparation for the student?
   - Where does this fit within the UG/Grad curric? Requirements? Depth/Breadth?
   - How does this relate to other courses within the Discipline (grad) or Track (UG)? Please provide a list of related courses, and how these courses relates
   - How does this course differ in content and goal from other related courses? Course funneling – what courses are feeders, and what courses could follow on?
   - Instructor commitments - are there resources? What are existing teaching commitments?
   - Scheduling – what other courses should be sequenced/alternated/avoided in overlap?

2. **Proposed Course Syllabus** – It should include (see example):
   - Title, Proposed EESC number, number of credits, Instructor information
   - Course Description – for catalog. May also include goals, overview
   - Pre-requisites – please include these as guidance for students; they are not restrictive
   - Required Readings, Expectations/Assignments/Basis for Evaluation
   - Provisional list of topics/weekly schedule

3. **Course Description for the Bulletin**: (see examples):
   - Title, Proposed EESC number, number of credits
   - Prerequisites:
   - Pithy Description

**Deadlines for submission** to DEES Curriculum Committee
- Fall courses: DEES Curriculum Committee mid-Feb (COI mid-March)
- Spring courses: DEES Curriculum Committee mid-Sept (COI mid-October)
- Summer courses: DEES Curriculum Committee mid-Oct (COI mid-November)

**Procedure**: After submission to Curriculum Committee, proposals receive feedback, and if recommended, are forwarded to the DEES Faculty for vote. Successful proposals are then submitted to College Committee on Instruction. Courses #4000 and below go to Columbia College. Courses #4000 and above go to GSAS.

4. **After Approval by DEES Faculty, Please Reach out to Kaleigh Matthews to help Complete Forms needed for submittal to Committees on Instruction**