



Application for New, Modified, or Deactivated Course

# New, Modified, or Deactivated Course Application

Application Submitted to Committee (date):	Click or tap to enter a date.
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**Notes:** Unless otherwise indicated, the following sections are to be completed by all applicants (new, modified, or deactivated courses).

<b>Application for:</b> <i>Are you creating a new course, modifying an existing course, or deactivating a course?</i>	Choose an item.
<b>Course Prefix:</b> <i>i.e. SOCI, NURS, HVAC</i>	Click or tap here to enter text.
<b>Course Number:</b>	Click or tap here to enter text.
<b>Effective Term:</b> <i>Planned semester and year course will begin or end (deactivation)</i>	<b>Semester:</b> Choose an item.
	<b>Year:</b> Choose an item.
<b>Course Title:</b> <i>Short title, up to 30 characters max Example: Intro to Nat. Amer. Studies</i>	Click or tap here to enter text.
<b>Division/Unit:</b>	Choose an item.
<b>CIP:</b> <i>If you do not know the CIP for your program/prefix, please contact the Office of Institutional Effectiveness at 575-624-7059.</i>	Click or tap here to enter text.
<b>CEU or Credits</b> <i>This is how many credits the course will be worth (i.e. 3 credits for SOCI 1110). If creating a new class, please reference the contact hours information in the ENMU-Roswell Catalog (pgs. 38-40 of the 2020-2021 Catalog) to best calculate this number.</i>	Choose an item.



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If any of the rows below are unchanged from the current course, please type in "no-change." Please note that this could potentially delay approval if the committee deems the information necessary for your request.

<p><b>Type of Course/Schedule</b>  <i>What type of course is this? Please choose from the drop-down menu to the right for options. If you want to create a combo course, please use the text box to explain break down (i.e. 1 credit Lecture, and 2 credits Activity).</i></p>	<p>Choose an item.           Click or tap here to enter text.</p>
<p><b>Contact Hours:</b>  <i>To calculate this, please refer to the ENMU-Roswell catalog (pgs. 38-40 of the 2020-2021 Catalog). This is the number of hours required by class type (lecture, lab, activity, etc.) by the number of credits). For example, for a studio class there is a minimum of 30 contact hours per term per credit.</i></p> <p><i>If you need support in calculating this, please consult Griselda Aubert.</i></p> <p><i>Only New or Modified applicants need to complete this. If you are deactivating a course, please type in "N/A."</i></p>	<p>Click or tap here to enter text.</p>
<p><b>Workload:</b>  <i>To calculate this, multiply # of credits by the ratio number listed below.</i>  <i>Lecture, Internship, Practicum Ratio: 1</i>  <i>Nursing Clinicals Ratio: 3</i>  <i>Lab and Clinicals (except Nursing) Ratio: 2.25</i>  <i>Activity/Studio Ratio: 1.5</i></p> <p><b>For a more detailed breakdown, if needed, please <a href="#">click on the link</a> (updated 3/30/2021). If you need support in calculating this, please consult Griselda Aubert.</b></p>	<p>Click or tap here to enter text.</p>



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<p><i>Only New or Modified applicants need to complete this. If you are deactivating a course, please type in "N/A."</i></p>	
<p><b>Long/Full Course Title</b>  <i>This is where you type in the full course title if you had to abbreviate above. Following that example, the long title would be Introduction to Native American Studies.</i></p>	<p>Click or tap here to enter text.</p>
<p><b>Corequisite Course(s):</b>  <i>These are courses that must be taken while taking this course. This section must be completed by all applications to ensure that we know what other courses might be impacted by this course. For example, BIOL 1110 has a co-requisite of BIOL 1110L because those two courses must be taken in the same semester.</i></p>	<p>Click or tap here to enter text.</p>
<p><b>Course Equivalency:</b>  <i>List any courses that would count for this course. Think of past courses that would be equivalent to this new course, such as Child Development (CD) courses that are now classified as Early Childhood Education (ECE/ECED). Also, this would be were you could cross-list a course as well.</i></p>	<p>Click or tap here to enter text.</p>
<p><b>Prerequisite Course(s):</b>  <i>These are courses that must be completed before they can take the current class. This section must be completed by all applications to ensure that we know what other courses might be impacted by this course.</i></p>	<p>Click or tap here to enter text.</p>
<p><b>Programs Affected</b>  Please list any programs in which this course is a requirement and/or elective so that these programs may be modified.  <i>For example: Deactivating EMS 101 will impact the Medical Assisting, Nursing, and paramedic</i></p>	<p>Click or tap here to enter text.</p>



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<i>program and therefore should be listed in the box.</i>	
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**Rationale for Request**

<p>Please provide a summary and rationale for this request. (300 words max).  <i>Make sure to address any stakeholder input and/or advisory board input/guidance. If deleting a course, address teach out, program deletion, last time it was taught</i></p>
<p>Click or tap here to enter text.</p>

**Fees**

*This is an information-only section. Fee approval flows through the Fees Committee. This is for new or modified courses only. If not applicable to you, please type in N/A and move on.*

<b>Fee Title:</b>	Click or tap here to enter text.
<b>Fee Amount:</b>	Click or tap here to enter text.

**Course Description**

<p><b>Course Description.</b>  <i>If this is a course that is part of the New Mexico Course Catalog, please ensure to use the State’s course description. This is what will/does appear in ENMU-Roswell’s catalog. See structure below for guidance:</i></p> <p style="padding-left: 40px;"><i>ACCT 2170 - Payroll Accounting. Three credit hours. Covers payroll accounting procedures and controls, tax and employment laws, and tax reports that form the core of payroll responsibilities.</i></p>	<p>Click or tap here to enter text.</p>
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**ADDITIONAL INFORMATION REQUIRED FOR A NEW or MODIFIED Course**

*For the modified course, you are only required to complete the following rows if they are changing and/or are part of this request. If they are the same, please type in "No Change."*

**Course Learning Outcomes**

*If there are more than five outcomes, please insert more rows as needed. The outcomes should be structured like the program outcomes in the catalog. Therefore, the outcomes should start with a verb.*

	<b>Students will be able to:</b>	<b>Assessment Method (How will each outcome be assessed?)</b>
1.	Click or tap here to enter text.	Click or tap here to enter text.
2.	Click or tap here to enter text.	Click or tap here to enter text.
3.	Click or tap here to enter text.	Click or tap here to enter text.
4.	Click or tap here to enter text.	Click or tap here to enter text.
5.	Click or tap here to enter text.	Click or tap here to enter text.

**Assessment Plan**

How will the assessment data be used to drive student learning and improve the course (i.e. closing the loop)? <i>How will you know that your students learned the outcomes above?</i>
Click or tap here to enter text.

**State of New Mexico Common Course Numbering Compliance**

<b>Does this course have a New Mexico Common Course number? If no, please go to the next section titled "Online Status."</b>	Choose an item.	
<b>If yes, please list the New Mexico Common Course number here.</b> <i>If New Mexico Common Course number, needs to be applied for please complete appropriate documents and attach.</i>	<b>Prefix:</b> Click or tap here to enter text.	<b>Course Number:</b> Click or tap here to enter text.
<b>Will you be (or have you) submitting a general education application to the State for this course?</b> <i>If so, please contact the General Education Committee (NCAC) member (Robert Moore) to coordinate the application submission.</i>	Choose an item.	

**Funding of New Course**

Can this course be delivered by current faculty?	Choose an item.
If no, please identify the type of faculty needed (compliant with the Faculty HLC matrix) and what the plan is to recruit said faculty to the Course.	Click or tap here to enter text.



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Are there external funding opportunities for this course? If yes, please explain.	
List and describe partnerships with business, industry, associations, or agencies that will assist and/or contribute to the delivery of this course.	Click or tap here to enter text.



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**Signature Page**

For the initial submission to this committee, you must have signatures from #1-4. Submissions without these signatures will not be considered valid and will be rejected by the committee. Digital signatures are acceptable. After final approval of the proposal by the committee, the remaining signatures will be gathered by the Secretary of the Curriculum Committee.

- 1. Faculty Submitting Request \_\_\_\_\_ Date Date.
- 2. Academic Director \_\_\_\_\_ Date Date.
- 3. Assistant Vice President \_\_\_\_\_ Date Date.
- 4. Admissions \_\_\_\_\_ Date Date.
- 5. Financial Aid \_\_\_\_\_ Date Date.
- 6. Advising \_\_\_\_\_ Date Date.
- 7. Institutional Effectiveness \_\_\_\_\_ Date Date.
- 8. Chair, Curriculum Committee \_\_\_\_\_ Date Date.
- 9. VPASA \_\_\_\_\_ Date Date.

For New Courses:

- 10. President, CCB \_\_\_\_\_ Date Date.
- 11. President, Board of Regents \_\_\_\_\_ Date Date.