School of Education
Protocols for New Course Actions

The purpose of these guidelines is to clarify issues and procedures involved in proposing new courses. One-time course offerings do not require submission of the course action form; see the note at the end of this document about courses with catalog numbers 687 and 887.

When proposing a new course, please take the following steps:

1. **Check the university bulletin** to see that course content is not duplicated in another course offered elsewhere at the university (in any college or school).
   a. If the course overlaps significantly with a course already offered on campus, initiate a conversation with that college/department chair to learn if students from your own department can take the course.
      1. If the course is open to SOE and/or department students, do not propose a new course except under exceptional circumstances.
      2. If the course is not open to SOE and/or department students, propose the course, noting the course overlap and noting, also, that while there is course overlap, SOE/department students are not able to take the course in the bulletin and that, thus, it is necessary to duplicate a course already offered on campus.
   3. In cases where you are uncertain whether the overlap is significant, contact the chair of the college/department offering the course and initiate a conversation in order to learn whether content is significantly similar. If it is determined that it is not significantly similar, propose the new course and note in rationale how the courses differ.

b. In order to ensure that the content of a new course that has been offered as a one-time course in the School of Education (a 687 or 887 course) has not been proposed as a new course, inquire of the chair of the department about potential overlap. If the department does not plan to propose a new course based on the previously taught 687 or 887, go ahead and propose the new course. If the department does plan to propose a new course based on the 687 or 887 offered, do the following:
   1. Meet with the person who teaches or designed the course to learn whether the course, though overlapping in content, will (a) treat that content significantly differently and/or (b) will address different audiences (attract different student populations.) If, in this meeting, it is determined that either of these cases is true, propose the new course and provide the details of this discussion in the rationale for offering the course.
   2. If it is determined that the past 687 or 887 and proposed new course in another department have significantly overlapping content and/or cater to the same audience, and both departments plan to propose the
course as a permanent course, arrange a meeting between department chairs and course designers to determine which department will offer the course. If, in this meeting, an agreement cannot be made, consult with the Academic Council. One option is to co-list the course.

c. If the course will be cross-listed with another course offered by another department or school at the university, make note of the cross-listing on the cross-listing box on the course action form (see below).

2. **Complete the Course Action Form.**
   
The form can be found here: [https://www.albany.edu/education/facultystaff.php](https://www.albany.edu/education/facultystaff.php)

   Filling the form out completely and with detailed explanations can expedite the process of approval of new courses by the Academic Council. (When proposing course title and/or description changes rather than a new course, it is helpful to include the old titles and descriptions in the explanation section of the form.)

3. **Design a syllabus.** Include at minimum:
   
a. Catalogue description
   b. Credits.
   c. Required texts.
   d. Assignments.
   e. Grading system.
   f. Statements regarding academic integrity and equity (reasonable accommodations for students with documented disabilities)

4. **Propose the completed proposal to your department.** The department chair’s signature designates review and approval of the full proposal at the department level.

5. **Submit the following documents to the Academic Council:**
   
   1. Course Action Form.
   2. Draft of syllabus

**Check List**

- University bulletin checked to see potential course overlap
- Course Action Form completed
- All elements of a syllabus are included
- Department chairperson signed (or typed in name) the Course Action Form

If yes to all, the form is ready to go. Send the relevant course action form and supporting documents the Dean’s Administrative Assistant via email. (Please submit the course action form as a word document). The Academic Council will review it during the next scheduled meeting and communicate the decision regarding the action to the department chair. If a new course proposal is approved by the Council, the Administrative Assistant will send the approved form to the Registrar for action. If there are any questions, the Chair of the Academic Council will send contact the relevant department chair.
Note: 687 and 887: One-Time Course Offering

687s and 887s may be offered only once. These courses are offered to respond to a demand for such a course and/or to pilot a course before proposing it as a permanent course. The Academic Council should be informed if a department decides to teach a 687/887 one time but formal approval is not needed.