



Course Purpose/Needs

This page establishes the purpose of the course and specifies any campus/student needs that will be met by the course. This is an opportunity to let the curriculum committee know why this course is needed.

The screenshot shows the 'NEW CREDIT COURSE PROPOSAL' form in a web application. The top navigation bar includes 'Dashboard', 'Curriculum', 'Approvals', and 'Reports'. A green button '+ Create New Proposal' and a search bar are on the right. The left sidebar lists 'Form Sections' with a list of proposal resources: 'Course Purpose/Needs' (0/4), 'Cover' (2/11), 'Co-Contributor(s)', 'Units/Hours' (0/2), 'Cross Listing', 'Credit for Prior Learning', 'Minimum Qualifications' (0/1), 'Measurable Objectives' (0/2), 'Course Content' (0/1), 'Methods of Instruction' (0/1), and 'Typical Assignments' (0/1). The main content area is titled 'NEW CREDIT COURSE PROPOSAL: - Draft' and includes a progress indicator '48 of 57 Requirements Remain'. The 'Course Purpose/Needs' section is active, showing a 'Click here for user guide.' link and several required fields with red error messages: 'Will this course replace another course?*' (dropdown menu), 'This course is a standalone course (not connected to a certificate or associate degree)?*' (dropdown menu), and 'Will this course be added to a NEW degree or certificate program?*' (dropdown menu). A text area at the bottom is labeled 'Clearly state the reason you are creating/modifying this course. Describe how the course will fit or impact the existing program structure.*'.

1. **“Will this course replace another course?”** Select yes or no.
 - a. No - This is an update of an existing course OR This course is a brand new course.
 - b. Yes - If this course will replace an existing course, select “Yes”, AND launch a deactivation for that existing course by creating a new “Deactivate Credit Course” Proposal. I recommend starting this deactivation proposal now, so you don’t forget, even if you don’t plan on finishing it until later.

Indicate which course(s) will be replaced by this new course by selecting all appropriate courses from the list. You may find courses by using the scroll bar within the list of courses, or by typing the course name in the



search bar.

To review all selected courses check the box next to “Show Selected” in the top right. Confirm that all courses that will be replaced by the new course are listed.

2. **“This course is a standalone course (not connected to a certificate or associate degree)?”**
 - a. No - If this course is part of any certificate or program, select “No”.
 - b. Yes - Select “Yes” if this course is not part of any certificate or associate degree. Provide a brief explanation of why this course should be approved as a standalone course. Generally speaking, courses should be housed within a degree or certificate program, although standalone courses are allowed.
3. **“Will this course be added to a NEW degree or certificate program ?”**
 - a. Yes - Select “Yes” if you are creating this course as part of a new degree or certificate program. Describe plans for the new degree or certificate program in the space provided.
 - b. No - If this course is not part of a NEW degree or certificate program.
4. **“Clearly state the reason you are creating/modifying this course.”** Please do not answer NA, this section must be completed with full sentences! When the curriculum committee reviews all new proposals, this is the first section that they will read. It is important that you clearly describe the relevance of this course, how it will impact any existing programs, and why it is beneficial to the students/your division/Chabot College.



Specific to Noncredit Courses

Dashboard Curriculum Approvals Policy Reports

Create New Proposal Search

Form Sections

Proposal Resources

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- Methods of Instruction 0/1
- Typical Assignments 0/1
- Student Learning Outcomes 0/1

NEW NONCREDIT COURSE PROPOSAL: - Draft

48 of 59 Requirements Remain Reports Launch Delete Form Properties

Course Purpose/Needs

Click here for user guide.

Does this course mirror an existing credit course?*

Yes ✓

Mirrored Course*

This field is required

Does this course mirror an existing credit course?*

No ✓

Which noncredit category is this class under?*

This field is required

Will this course replace another course?*

This field is required

If yes, please identify which course the new course proposal will replace. Please launch a deactivation for that existing course and edit any programs to swap this course for the replaced course. These changes should be done at the same time as the new course is submitted.

This course is a standalone course (not connected to a certificate or associate degree)?*

This field is required

If yes, you will need to select the mirrored credit course from the drop down menu

- 1. Does this course mirror an existing credit course?** Select the appropriate response from the drop down menu.
 - a. No - this course does not mirror an existing credit course.
 - b. Yes - this course mirrors an existing credit course.
Selecting "Yes" will prompt you to select the mirrored course from a drop down menu. Select the mirrored course before moving on to the next question.
- 2. Which noncredit category is this class under?** Select the appropriate noncredit category for this course from the drop down menu.
 - a. If the category selected is a CDCP category you will be prompted to describe the noncredit certificate that will house this noncredit course. CDCP noncredit courses are only eligible to receive enhanced apportionment funding if the course is part of a chancellor's office approved noncredit certificate.