Curriculum Committee Course Proposal Overview
Lower Columbia College

Current course plans can be found at:
https://services4.lowercolumbia.edu/scripts/lccROAR.exe?lccSMethod=portal&lccSSetId=Course%20Plans

The official course proposal form is housed on the Curriculum Committee page.
  Course Proposal Form (https://forms.gle/W1JZN7vFBJhZZcdSA)

This document contains the complete list of questions for each type of course proposal. Each question is followed by the response options or notes a text response is accepted. If a question path is opened by a yes response, it is noted.

To download a version you can use to prepare for the next time the form is open and accepting proposals, please click File, Download, then Microsoft Word (or your preferred format). You may also create a copy of the Google doc.

Please answer each question as you want it to appear on the course plan. Course plans are created by merging the data from the response sheet and will pull your exact wording, so be precise.

Please follow the Course Description Style Guide for course descriptions and outcomes. Each sentence should lead with an action verb. Remember that outcomes should be measurable and be prepared to answer questions about this when presenting proposals during the committee meeting.

Shortcuts:
  New Course Proposal Questions
  Course Change Proposal Questions
  Course Retirement Proposal Questions
  For Info Only and Special Info Items, see Course Change Proposal Questions

Department Approval Routing for 2025-26:

DEPT	CHAIR	DEAN
Business & Information Technology	dcummings@lowercolumbia.edu	jpmartin@lowercolumbia.edu
College and Career Prep	sbent@lowercolumbia.edu	tstalick@lowercolumbia.edu

Education, BAS, & Industrial Technology	nshepherd@lowercolumbia.edu	tgilchrist@lowercolumbia.edu
HDEV	kbrandt@lowercolumbia.edu	mbond@lowercolumbia.edu
Language & Literature	hbauer@lowercolumbia.edu	sgilberti@lowercolumbia.edu
Math and Engineering	hbrewster@lowercolumbia.edu	jpmartin@lowercolumbia.edu
Natural Science	awolfer@lowercolumbia.edu	jpmartin@lowercolumbia.edu
Nursing, AH, & Wellness	kbrandt@lowercolumbia.edu	mbond@lowercolumbia.edu
Performing & Visual Arts, Communications, & Library	abrehm@lowercolumbia.edu	sgilberti@lowercolumbia.edu
Social Science & Humanities	mleach@lowercolumbia.edu	sgilberti@lowercolumbia.edu
WFC	nshepherd@lowercolumbia.edu	tgilchrist@lowercolumbia.edu

NEW COURSE PROPOSAL QUESTIONS:

Effective Term: [choose one - NOTE: All course changes will be effective summer term so that the data will be included in the next catalog publish]
>	Summer 2025
>	Summer 2026
>	Summer 2027
>	Summer 2028

This is a: [choose one]
>	New course - not previously offered at LCC
>	Change to an existing course
>	Course retirement
>	Info only - updating form (**no** changes to course)
>	Special Info - state, commission, or accrediting board mandated changes

Proposed subject area (ACCT, BIOL, etc.):
>	Text input

Proposed course number:
>	Text input

Proposed course title:
>	Text input

Proposed course description:
    Text input

Prerequisite (or enter "None"):
    Text input

Co-requisite (or enter "None"):
    Text input

Variable credits? [choose one]
    Yes
    No

        (If yes,) **Minimum credits:** [choose one]
            1
            2
            3
            4
            5
            6
            7
            8
            9
            10
            11
            12
            13
            14
            15
            16
            17
            18
            19
            20

Maximum credits: [choose one]
    1
    2

3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20

Grading basis: [choose one]
    Graded
    No grade associated
    Pass/Not pass
    BEdA

Graded component: [choose one or more]
    Lecture
    Lab
    Clinical
    Field Studies
    Independent Studies

Repeatable for credit? [choose one] *Explanation: Repeatable for credit allows students to repeat courses and continue to receive credit for the course, unlike a retake. An example would be music Individual Instruction courses. These allow students to repeat; students receive up to 12 credits (1 credit per term taken).*
    Yes
    No

(If yes,) **Total credits allowed:**
Text input

Total completions allowed:
Text input

Allow multiple enrollments in term? [choose one] *Explanation: Multiple enrollments in term means students may take more than one section of the course in the same term. For example, the music Individual Instruction courses – students may take one of these courses focusing on voice and another focusing on an instrument in the same term and both for credit.*
Yes
No

Consent required to enroll? [choose one]
Department
Instructor
None

Consent required to drop? [choose one]
Department
Instructor
None

Distribution/Graduation Requirements: [choose one or more]
Communications
Diversity
Elective
Humanities
Lab Course
Natural Science
Performance Based Course
Quantitative/Symbolic Reasoning
Social Science
Restricted Elective
None / Pre-College

Global skills: [choose one or more] *Additional: Please see LCC's Global Skills disclosure page and the Global Skills Assessment page for more information on Global Skills and associated rubrics.*

> Communication
> Critical Thinking
> Quantitative Literacy
> Teamwork

Optional Pathway [multiple choices accepted - pathway does not apply to pre-college courses]

> Accounting & Business
> Art, Communication & Humanities
> Heath Sciences & Wellness
> Information Technology
> Manufacturing, Trades, & Transportation
> Science, Technology, Engineering & Math (STEM)
> Social Science & Criminal Justice
> Teacher Education & Early Learning
> Elective or not confined to a single pathway

Course typically offered: [select all that apply]

> Summer
> Fall
> Winter
> Spring

Years course offered: [choose one] *Explanation: How often will the course be offered? If the course is only offered every 3rd year or on an as-needed basis, please select "Other" and describe.*

> Every year
> Even years
> Odd years
> Other

Term offering: [choose one, most commonly scheduled option]

> Full term
> 3-6 weeks per term offered
> 3-6 days per term offered
> Open entry/open exit

CIP Code (resource:
https://www.sbctc.edu/resources/documents/colleges-staff/data-services/data-warehouse/cip-2020-descriptions.pdf):
  Text response (**optional**)

Note: When choosing a CIP code, the CIP must align with the program's academic or vocational designation. Example: Engineering CIP codes (14.XXXX) are all designated as academic, but a Manufacturing Engineering Technology (15.0613) course would fall under the vocational Engineering/Engineering-Related Technologies/Technicians section of CIP codes (15.XXXX).

Please indicate which components and how many credits of each will make up the course.
Example: BIOL& 100 is a 5 credit course comprised of 3 credits lecture and 2 credits lab.

Components: [choose one or more]
  Lecture
  Lab
  Clinical
  Field Studies
  Independent Study

Lecture credits (1 cr = 11 hrs):
  Text response

Lab credits (1 cr = 22 hrs):
  Text response

Clinical credits (1 cr = 33 hrs):
  Text response

Field Studies credits (1 cr = 33 hrs):
  Text response

Independent Study credits (1 cr = 33 hrs):
  Text response

Unique course fee amount (0, if none):
> Text response

Unique course fee justification:
> Text response

Course will use Canvas as: [choose one] *Please see the LCC [Class Modality](#) page for descriptions.*
> Web Enhanced
> Hybrid
> Online Asynchronous
> Online Scheduled
> Flexible, face-to-face or online
> None or information only
> Will vary

Rationale for proposal: *If revising an existing course, please note which areas have been changed (subject, number, title, credits, description, outcomes, etc.).*
> Text response

Advisory minutes (optional file upload)
> Add file

Certificates/Programs affected by the change:
> Text response

Does this change affect other departments, if so, which?
> Text response

If this change affects departments outside of your own, please upload PDF of email approval/s from the dean/s of affected departments with department chairs in the cc line. Approval is required from the dean over the affected department/s. Skipping this step, if required, may delay this proposal's approval process and prevent inclusion in the current Curriculum Committee agenda. [NOTE: Outside department approvals are only required when the course change affects another department's program planner.]
> Add PDF file

Course outcomes ('none' if retiring):

Text response

Originator: *Explanation: This helps in sending the Curriculum Committee meeting invite to the submitter. If you cannot attend, please include the name of the person who will present to Curriculum Committee.*
Text response

Originator department (or submitting on behalf of department): [choose one]
Explanation: Choose the area responsible for the discipline for which you are submitting. This routes the approvals to that department chair and dean.
Business & Information Technology
College and Career Prep
Education, BAS, & Industrial Technology
HDEV
Language & Literature
Math and Engineering
Natural Science
Nursing, AH, & Wellness
Performing & Visual Arts, Communications, and Library
Social Science & Humanities
WFC

Submit

COURSE CHANGE PROPOSAL QUESTIONS:

Effective Term: [choose one - NOTE: All course changes will be effective summer term so that the data will be included in the next catalog publish]
> Summer 2025
> Summer 2026
> Summer 2027
> Summer 2028

This is a: [choose one] *Note: Do not use Info only unless there are **no** changes to title, number, description, credits, and outcomes.*
> New course - not previously offered at LCC
> Change to an existing course
> Course retirement
> Info only - updating form (**no** changes to course)
> Special Info - state, commission, or accrediting board mandated changes

Existing course subject area (ACCT, BIOL, etc.):
> Text response

Existing course number:
> Text response

Existing course title:
> Text response

Proposed subject area (ACCT, BIOL, etc.):
> Text input

Proposed course number:
> Text input

Proposed course title:
> Text input

Proposed course description:
> Text input

Prerequisite (or enter "None"):
   Text input

Co-requisite (or enter "None"):
   Text input

Variable credits? [choose one]
   Yes
   No

                (If yes,) **Minimum credits:** [choose one]
                        1
                        2
                        3
                        4
                        5
                        6
                        7
                        8
                        9
                        10
                        11
                        12
                        13
                        14
                        15
                        16
                        17
                        18
                        19
                        20

Maximum credits: [choose one]
        1
        2
        3
        4
        5
        6

7
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15
16
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18
19
20

Grading basis: [choose one]
    Graded
    No grade associated
    Pass/Not pass
    BEdA

Graded component: [choose one or more]
    Lecture
    Lab
    Clinical
    Field Studies
    Independent Studies

Repeatable for credit? [choose one] *Repeatable for credit allows students to repeat courses and continue to receive credit for the course, unlike a retake. An example would be music Individual Instruction courses. These allow students to repeat; students receive up to 12 credits (1 credit per term taken).*
    Yes
    No

        (If yes,) **Total credits allowed:**
            Text input

            Total completions allowed:

Text input

Allow multiple enrollments in term? [choose one] *Explanation: Multiple enrollments in term means students may take more than one section of the course in the same term. For example, the music Individual Instruction courses – students may take one of these courses focusing on voice and another focusing on an instrument in the same term and both for credit.*

> Yes
> No

Consent required to enroll? [choose one]

> Department
> Instructor
> None

Consent required to drop? [choose one]

> Department
> Instructor
> None

Distribution/Graduation Requirements: [choose one or more]

> Communications
> Diversity
> Elective
> Humanities
> Lab Course
> Natural Science
> Performance Based Course
> Quantitative/Symbolic Reasoning
> Social Science
> Restricted Elective
> None / Pre-College

Global skills: [choose one or more] *Please see LCC's Global Skills disclosure page and the Global Skills Assessment page for more information on Global Skills and associated rubrics.*

> Communications
> Critical Thinking
> Quantitative Literacy

Teamwork

Optional Pathway [multiple choices accepted - pathway does not apply to pre-college courses]

      Accounting & Business

      Art, Communication & Humanities

      Heath Sciences & Wellness

      Information Technology

      Manufacturing, Trades, & Transportation

      Science, Technology, Engineering & Math (STEM)

      Social Science & Criminal Justice

      Teacher Education & Early Learning

      Elective or not confined to a single pathway

Course typically offered: [select all that apply]

      Summer

      Fall

      Winter

      Spring

Years course offered: [choose one] *How often will the course be offered? If the course is only offered every 3rd year or on an as-needed basis, please describe.*

      Every year

      Even years

      Odd years

      Other…

Term offering: [choose one, most commonly scheduled option]

      Full term

      3-6 weeks per term offered

      3-6 days per term offered

      Open entry/open exit

CIP Code (resource: https://www.sbctc.edu/resources/documents/colleges-staff/data-services/data-warehouse/cip-2020-descriptions.pdf):

      Text response (**optional**)

Note: When choosing a CIP code, the CIP must align with the program's academic or vocational designation. Example: Engineering CIP codes (14.XXXX) are all designated as academic, but a Manufacturing Engineering Technology (15.0613) course would fall under the vocational Engineering/Engineering-Related Technologies/Technicians section of CIP codes (15.XXXX).

Please indicate which components and how many credits of each will make up the course.
Example: BIOL& 100 is a 5 credit course comprised of 3 credits lecture and 2 credits lab.

Components: [choose one or more]
 Lecture
 Lab
 Clinical
 Field Studies
 Independent Study

Lecture credits (1 cr = 11 hrs):
 Text response

Lab credits (1 cr = 22 hrs):
 Text response

Clinical credits (1 cr = 33 hrs):
 Text response

Field Studies credits (1 cr = 33 hrs):
 Text response

Independent Study credits (1 cr = 33 hrs):
 Text response

Unique course fee amount (0, if none):
 Text response

Unique course fee justification:

Text response

Course will use Canvas as: [choose one] *Please see the LCC [Class Modality](#) page for descriptions.*
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- Hybrid
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- Flexible, face-to-face or online
- None or information only
- Will vary

Rationale for proposal: *If revising an existing course, please note which areas have been changed (subject, number, title, credits, description, outcomes, etc.).*
- Text response

Advisory minutes (optional file upload)
- Add file

Certificates/Programs affected by the change:
- Text response

Does this change affect other departments, if so, which?
- Text response

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- Add PDF file

Course outcomes ('none' if retiring):
- Text response

Originator: *Explanation: This helps in sending the Curriculum Committee meeting invite to the submitter. If you cannot attend, please include the name of the person who will present to Curriculum Committee.*

> Text response

Originator department (or submitting on behalf of department): [choose one]
Explanation: Choose the area responsible for the discipline for which you are submitting. This routes the approvals to that department chair and dean.

> Business & Information Technology
> College and Career Prep
> Education, BAS, & Industrial Technology
> HDEV
> Language & Literature
> Math and Engineering
> Natural Science
> Nursing, AH, & Wellness
> Performing & Visual Arts, Communications, and Library
> Social Science & Humanities
> WFC

Submit

COURSE RETIREMENT QUESTIONS:

Effective Term: [choose one - NOTE: All course changes will be effective summer term so that the data will be included in the next catalog publish]
 Summer 2025
 Summer 2026
 Summer 2027
 Summer 2028

This is a: [choose one]
 New course - not previously offered at LCC
 Change to an existing course
 Course retirement
 Info only - updating form (**no** changes to course)
 Special Info - state, commission, or accrediting board mandated changes

Retiring course subject area (ACCT, BIOL, etc.):
 Text response

Retiring course number: *If retiring multiple courses from the same discipline/subject, you may enter each course number separated by commas (101, 102, 103).*
 Text response

Retiring course title: *If retiring multiple courses from the same discipline/subject, you may enter each course title separated by commas (Intro to Photography, Intermediate Photography, Advanced Photography).*
 Text response

Rationale for proposal:
 Text response

Advisory minutes (optional file upload):
 Add file

Certificates/Programs affected by the change:
 Text response

Does this change affect other departments, if so, which?

Text response

If this change affects departments outside of your own, please upload PDF of email approval/s from the dean/s of affected departments with department chairs in the cc line. Approval is required from the dean over the affected department/s. Skipping this step, if required, may delay this proposal's approval process and prevent inclusion in the current Curriculum Committee agenda. [NOTE: Outside department approvals are only required when the course change affects another department's program planner.]

Add PDF file

Course outcomes ('none' if retiring):

Text response

Originator: *Explanation: This helps in sending the Curriculum Committee meeting invite to the submitter. If you cannot attend, please include the name of the person who will present to Curriculum Committee.*

Text response

Originator department (or submitting on behalf of department): [choose one]
Explanation: Choose the area responsible for the discipline for which you are submitting. This routes the approvals to that department chair and dean.

Business & Information Technology
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HDEV
Language & Literature
Math and Engineering
Natural Science
Nursing, AH, & Wellness
Performing & Visual Arts, Communications, and Library
Social Science & Humanities
WFC

Submit