New Undergraduate Course Approval Cover Form
Montana State University

This four-page form collects basic information about the proposed new course, provides information on the approval process, and includes all required approvals. Additional information (see INFO sheet) is also required as part of the New Course Packet.

Proposed New Course Information

Requested Rubric, Course Number, Core Designation (if needed): UH 121

Course Title: Hike and Read
Abbreviated Course Title (≤ 30 chars): Hike and Read
First Semester to be Offered: Fall 2013
Submitted by: Ilse-Mari Lee
Submitter’s Contact Info: Phone, Email: 994-4110
Instructor: Ilse-Mari Lee
Department: University Honors Program
College: University

New Course Review Process

Instructor completes the New Course Packet, with Core Information if a Core designation is requested.
Instructor checks for "equivalent" course in the MUS system and recommends a common or unique course number.

Department Head’s signature indicates that course has been approved by the process used within the Department.
The Chair of the College Curriculum Committee signs to indicate College academic approval.
The College Dean signs to indicate that adequate resources are available to offer the course. Supporting information (Dean’s Statement) is typically required.
The New Course Packet (as PDF) is uploaded to the Provost’s Office server for distribution to other committees.
Course requests are sent to Curriculum and Program Committee (CPC). Core reviews are sent to appropriate Core subcommittee. Committees work in parallel when possible to speed approval process. Special topics courses (291,491) skip the CPC review (limited to two years.)
Provost’s Office reviews the new course request. New courses are submitted to MUS for Common Course Number (CCN) review. Dean and Department informed upon approval.

Approved new course sent to Registrar for inclusion in the Catalog and Schedule of Classes

APPROVALS

Submitter: 3/15/13
Department Head: 3/16/13
Chair, College Curriculum Comm.:

Dean:

Chair, Core Subcommittee (if app.):

Chair, CPC:

Assoc. Provost:

Note: This diagram illustrates the typical flow path, but at any review step there can be a request for additional information or modifications. Careful review in early steps is the best way to speed the overall process. * Special topics courses (x91) require fewer signatures, but cannot be offered more than two times without committee review.
INFORMATION NEEDED FOR COMMON COURSE NUMBERING

The process for identifying a common course number for a new course is as follows:

1. Course learning outcomes are prepared for the new course.
2. The person submitting the new course request looks at the CCN website to see if a course with similar outcomes already exists in the MUS system.

   www.mus.edu/Qtools/CCN/ccn_default.asp

   - If a course exists with at least 80% of the same outcomes, the course is considered “equivalent” to the proposed new course, and the new course should use the existing rubric and course number.
   - If no “equivalent” course is found, the person submitting the new course request should identify a unique course number that has not been used by any other course in the MUS system.

3. The requested rubric and course number are submitted as part of the new course packet.
4. The Provost’s Office submits the learning outcomes and the requested rubric and course number to the MUS to have a course number assigned to the course. (This will typically be the requested course number, but it could be changed.)
5. The assigned common course number is reported back to the person submitting the new course request.

Requested Rubric, Course Number, Core Designation (if needed): UH 121
Course Title: Hike and Read
Abbrev. Course Title (≤ 30 char): Hike and Read
Credits:
Department Offering Course: University Honors Program
College: University

Is this course “equivalent” to a course in the MUS System?: Yes ❌ No

Learning Outcomes for the Course:

1) Collaborative learning: Student will discuss course material with other students and faculty to embrace an interactive, non-isolated model of learning.
2) Development of Academic Skills and Confidence: Student will gain confidence in ability to succeed as a result of engaging with others in an immersive and interactive learning environment.
3) Sense of Belonging to an Academic Community: Students will interact with other members of the Honors community at MSU and establish a connection around a shared activity and interest.
INFORMATION REQUIRED BY THE REGISTRAR

The data needed to enter the new course into the MSU Catalog and Schedule of Classes is collected on this page. Once the new course has been approved, this page is automatically forwarded to the Registrar for data entry.

Assigned Rubric, Course Number, Core Designation (if needed): UH 121
Course Title (for Catalog): Hike and Read
Course Title (for Schedule of Classes, 30 characters, max.): Hike and Read
First Semester to be Offered: Fall 2013
Restricted Entry/Consent of Instructor Required: ☐ Yes ☐ No
Instructor’s GID (last 4 digits only): University Honors Program
Department Offering Course: University
College: University

Is the requested course number available? (x4155 to check): ☐ Yes ☐ No
Frequency of course offering: ☑ Annually ☐ Alternate Years, starting ______
Semester(s) offered (check all that apply): ☑ Summer ☑ Fall ☐ Spring
Summer Options (check all that apply): ☐ First 6 weeks ☐ Second 6 weeks ☐ 12 weeks

Credits by mode of instruction: Lecture: ______
Seminar: ______
Independent Study: ______
Lab/Studio: ______
Recitation/Discussion: 1
TOTAL CREDITS: ______

Primary Mode(s) of Delivery: ☐ Face-to-face ☐ Web-Enhanced (small on-line comp.)
☐ On-Line Only ☐ Blended (significant on-line portion)

Time and Location – Call the Registrar’s Office at x4155 to find a time and location for the course.

Assigned Day(s): ☑ M ☐ Tu ☐ W ☐ Th ☑ F ☑ Sa ☑ Su
Assigned Time(s): Friday 5:00 p.m. to Sunday 5:00 p.m.
Assigned Building: NA
Assigned Room: NA
Capacity (room capacity, or enrollment “cap”): 75

Co- and Pre-Requisites – Courses numbered 200 and above are normally expected to have prerequisites. When listing multiple prerequisites, please separate courses with “and” if both are required, or “or” if only one is required.
Prerequisite(s):
Co-Requisite(s):

Course Description – Provide a course description of 40 words or less for the MSU Catalog.
Reading and analysis of a text in the humanities, arts, or sciences. Course held off-campus over a weekend.
DEAN’S STATEMENT

The reviewing committees are being asked to take a closer look at the resources required for each proposed new course. In many cases new courses will replace existing courses and the new course request is effectively resource neutral, however that is not always the case. For example, a new elective course that would result in distributing an existing student population across a larger number of courses would represent a significant increase in expenditures for the new course, and no increase in total student credit hours. A funding mechanism for such a course would need to be identified. The Dean’s Statement is the place to document how the costs of the proposed new course will be covered.
New Undergraduate Course Narrative
Montana State University
Updated August 23, 2012

Please provide the following information in narrative format. Substantive responses to all criteria are required. Although not required, a draft syllabus can also be helpful to the committee in understanding the details of the proposed course.

General Course Information
1. Requested Rubric, Course Number, and Core Designation (if any)

UH 121

2. Course Title

Hike and Read

3. Provide a general description of the course explaining the need for the course, its goals, and its overall structure. This is the most important part of the application and should offer a good sense of what students will experience by taking this class.

UH 121 takes place over a weekend in September and is open to freshman students admitted to the University Honors Program. Students read an assigned text prior to participating in the weekend trip to Hyalite Youth Camp. The learning outcomes are:

1. Collaborative learning: Student will discuss course material with other students (both with their peers and upperclassmen Honors mentors) and faculty in an interactive, non-isolated model of learning.

2. Development of Academic Skills and Confidence: Student will gain confidence in ability to succeed as a result of engaging with others in an immersive and interactive learning environment.

3. Sense of Belonging to an Academic Community: Students will interact with other members of the Honors community at MSU and establish a connection around a shared activity and interest.

Throughout the weekend multiple facilitated discussion and reflection sessions are scheduled. Students will learn to interact with other students outside of a classroom setting while engaging in intellectual activities and discussions.

Busses to transport the students to the location depart around 5:00 p.m. on a Friday and return to campus on Sunday around 5:00 p.m.

Students will experience a heightened connection to fellow Honors Program students, faculty and MSU.
4. Based on what types of student work (e.g., tests, homework assignments, papers, performances, etc.) will grades be determined?

There are two graded components in the course. 50% the grade is based on the supervising faculty member's assessment of the student's participation and engagement in the course material over the weekend excursion. The remainder is based on a reflective paper to be submitted by the student 2 weeks after the last day of the excursion.

5. Provide a course content outline containing all major topics plus a brief description of the material to be covered under each major topic heading.

- The text will change from year-to-year. The text for the Fall 2012 version of the course was Salman Rushdie's *Haroun and the Sea of Stories*. The text is selected by Honors seniors enrolled in the UH 494 *Honors Read* seminar.

6. List required texts or other required references.

- The text will change with each offering, as selected by Honors seniors enrolled in UH 494.

7. What are the estimated enrollment and student credit hour (SCH) production? 
   
   \[ \text{SCH} = \text{enrollment} \times \text{credits} \]

8. Will there be an enrollment cap that restricts enrollment below the level of student demand? If so, what is the enrollment cap and why is it necessary?

Yes, capacity is limited to 75 students due to space limitation in the accommodations available at Hyalite Youth Camp.

9. Will course be a "restricted enrollment" course? If so, why is restricted enrollment necessary?

Yes, enrollment is restricted to students in the University Honors Program. Students who wish to take the course are encouraged to apply for admittance into the Honors Program.

10. Describe how the success of the course will be evaluated? ("End-of-semester student evaluations" is not the answer to this question. How will the instructor determine if the learning outcomes are being met, and how will the department determine if the course is fulfilling its intended purpose?)

Discussions with students who participate and faculty who mentor these students. We will assess whether the goals of collaborative learning, development of academic skills/confidence, and a sense of community develop. We will be in communication with their UH 201 (US) instructors to monitor progress on these outcomes. An electronic evaluation instrument will also be used.

11. Is the instructor a member of the regular faculty (i.e., tenured or tenure-track)? If no, please describe the instructor's qualifications, attach a Vita, and provide a separate letter of support, signed by the department head (or appropriate unit director), addressing the instructor's qualifications to teach this course.
Lead instructor is Dr. Ilse-Mari Lee, Director of the University Honors Program.

Level of Offering
12. Has the course been offered previously under 280/291 or 480/491? If so, when? Under what number? What was the enrollment? What level of students took the course?

Yes, course has been offered as UH 291 in Fall 2012. Enrollment was 97.

13. Justify the level of course offering.

The course requires no pre-requisite knowledge and is intended for first semester Honors freshmen.

Relationship to other Courses, Curricula, and Departments
14. Does this course build on or interrelate with other courses in your curriculum or related curricula? If so, which ones?

No this course does not build on other coursework in the curricula. It does contribute to the development of community and confidence among Honors students – skills we believe contribute to increased student success and retention at MSU.

15. Do the topics in the proposed course duplicate or reiterate those in other courses in this or any other department? If so, how do the coverage and educational experience differ and how is this duplication or reiteration justified? Also, what liaison (which is expected in cases of apparent overlap) has been conducted with other departments? Report reactions, both favorable and unfavorable.

No

16. What programs (departments, colleges) will be impacted by the SCH production of this course? That is, where do you think the SCH in the proposed course are likely to come from? If the expected SCH production of the proposed course is greater than 1000, and the SCH are expected to come from other colleges, what steps have been taken to make the other units aware of the potential loss of SCH? Report reactions, both favorable and unfavorable.

The University Honors Program would receive credit for the course. No other programs are impacted by the presence of the course.

17. If this proposed course has a significant interdisciplinary component, please explain briefly. Otherwise, indicate n/a.

NA

Students Served
18. Does the proposed course serve majors only? Non-majors only? Both majors and non-majors? What other majors might be interested in this course? State areas or disciplines to be served and indicate the specific efforts that will be made to make the course material relevant to all disciplines served.
The proposed course serves Honors Program students only. Because the purpose is to create a sense of community among these students we restrict entry to students in the program. Any MSU student may apply for admission to the University Honors Program.

**Resources**

19. What additional resources (e.g., additional instructional FTE, required technologies), if any, will be required to offer this course? Are there any resource issues for the students who will take the course (e.g., required technologies, travel, on-line access requirements)? Will there be an additional fee charged to students taking this course? Please explain.

No MSU resources are requested. All involved faculty donate their time to the administration of the course. Students are charged a fee of $125 to participate. This fee covers transportation, food, and lodging for the weekend.

20. What existing information resources — print (books, journals, documents), audiovisual (videos, DVDs, CDs or other), and/or electronic (e-books, databases, electronic journals and web sites) — provided by the MSU Libraries will be used by students in this course? Provide examples as well as descriptive information. If additional information resources are necessary, please discuss those acquisitions with the library (x6549 Collection Development) at least three months prior to the beginning of the semester in which this course will be taught.

NA

**Other Supporting Material**

21. Include any additional information you feel is needed to support this request.