

# How to Propose a New Course

1. Navigate to the course section of our Curriculum Inventory Management (CIM) system: <https://nextbulletin.sfsu.edu/courseadmin/>  
(<https://nextbulletin.sfsu.edu/courseadmin/>)
2. Use your SF State credentials to log in to the system.
3. Select "Propose New Course"

San Francisco State University

Course Inventory Management

Help

Search, edit, add, and deactivate courses.  
Use an asterisk (\*) in the search box as a wild card. For example, MATH\* will find everything that starts with "MATH", \*MATH everything that ends with "MATH", and \*MATH\* everything that contains "MATH". The system searches the Course Code, Title, Workflow step and CIM Status.  
Quick Searches provides a list of predefined search categories to use.  
To propose a Variable Topic Title, search for the Generic Course and add it there.  
Please review the SF State Accessible Instructional Materials page, including the [Course Accessibility Checklist](#).

Archive -  History

Course Code	Title	Workflow	Status
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4. A new window will open with the new course proposal form:

**Course Inventory**  
San Francisco State University

**New Course Proposal** Propose New from Existing Course

**Note: Fields outlined in red are required**

Contact(s)	Name:	Email:	Extension:
	Claude Bartholomew	claudio@sfsu.edu	

Intended Effective Date:

Subject:  Course Number:

Department/School:  College:

Abbreviated Title:   
30 characters remaining

Expanded Course Title:   
100 characters remaining

**Special Course Types:**

Cross-list

Generic/Variable Topics

**How will this course advance student time to the degree?**

**Major Requirements:**

Required Major Course (not an option in a list)

The form will auto populate the contact information from your user account. Additional proposers can be added using the green "+" button in the upper right corner of the contact(s) box.

Select the intended effective date for the proposal.

Select the proposed subject and course number. The subject will be used to auto populate the department/school and college. The course number is used by the system to determine what options will be available for that proposal based on senate policy.

Examples:

- proposing a paired course will only be available for course numbers 300 and above
- proposing GWAR designation will only be available for course numbers 300-699
- experimental courses can only be proposed as 277, 377, 677, 877
- upper and lower division GE are only available for course numbers 300 to 699 and 100 to 299 respectively

5. All courses proposals default to what was previous specified as a "regular" course. Other course types – cross-listed, generic/variable topic, paired, experimental, and GWAR – can be specified under the "Special Course Types" field. The special course type options will be dependent upon the course number used for the proposal.

6. Adding cross-listing or pairing will add a field to the form where proposals can specific the associated course(s). Selecting the green "+" in the upper right-hand corner allows the proposer to add the course by prefix and number. If you'd like to cross-list or pair an existing course, please email [claudio@sfsu.edu](mailto:claudio@sfsu.edu) (mailto:claudio@sfsu.edu). To propose a new course to be cross-listed or paired, simply input the course prefix and number you'd like and select add. You will see a result that shows the specified course and the title "\*\*\*\*Course Not Found\*\*\*\*". This is the desired result. Once the proposal has been approved, the cross-listed or paired course that was not found will be created. No additional steps are necessary to create the second course.

Cross-listed with:

Subject/ Course Number	Title
A U 300	****Course Not Found****

7. If you'd like to propose a GE, AI, or SF State Studies designation, select the option you'd like and scroll to the bottom of the form to find the required fields associated with that type of proposal. For GE courses, depending on the course number, either upper- or low-division GE options will populate on the field. Once you select the specific UD or LDGE you'd like to propose, the corresponding questions will populate on the form. Once the proposal is approved by the department, college, and academic planning, the proposal will be sent for review by the appropriate faculty committee for the specified designation.

## General Education

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### GE Upper Division

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Choose one area:

UD-B: Physical and/or Life Science
 UD-D: Social Sciences

UD-C: Arts and/or Humanities

8. How will this course advance student time to the degree? In other words, how does the proposer/department intend to use this course in the curriculum. This can include fulfilling major, General Education, or American Institutes/SF State Studies requirements. The Community Service Learning designation is now proposed through the course form as well – no need to submit a separate proposal to Institute for Civic and Community Engagement (ICCE)
9. Course entries in the Bulletin and class schedule combine the course description and prerequisites into one field, but they are separate for the purposes of the proposal form. The combined fields are still limited to 100 words total.
10. Courses can currently be coded in CS to restrict enrollment by major plan and/or student level. These restrictions must be listed in the prerequisite field. If you'd like those prerequisites enforced by CS, select yes to those questions. If you'd like the faculty to enforce them, select no.

**Do you want to restrict enrollment by student level if noted as a prerequisite?**

Yes     No

**Do you want to restrict enrollment by major/minor/or other program if noted in the prerequisite?**

Yes     No

11. An appropriate grading method must be selected for the course proposal. Additional resources on the grading scale can be found on the course information section of the DUEAP site (<http://air.sfsu.edu/curriculum/courses> (/curriculum/courses))

✓ Select...

- (+/-) Letter Grade, CR/NC (OPT)
- (+/-) Letter Grade/CR/NC/RP (OP2)
- (+/-) Letter Grade (CR/NC not allowed) (GRD)
- (+/-) Letter Grade/RP (CR/NC not allowed) (SFI)
- (+/-) ABC/NC, CR/NC allowed (OP3)
- (+/-) ABC/NC/RP (Undergrad) or Plus/Minus AB/NC/RP (Grad) (SFJ)
- (+/-) ABC/NC (Undergrad) or (+/-) AB/NC (Grad) (CR/NC Not Allowed) (SFQ)
- A/A-/+B/C+/C/NC (SFW)
- Credit/No Credit (CNC)
- Credit/No Credit/RP (SFG)
- Early Start Program - English (ESE)
- Early Start Program - Math (ESM)
- Remedial-CR/NC/RP (REM)

12. Course typically offered is a required field on the course form. This field with becoming increasingly useful as the student academic planner is implemented as this information will help the system understand when a course is likely to be offered and students can plan to complete the course.
13. Based on the design of the course being proposed, a staffing classification will need to be specified. Proposals may include up to two classifications. One (typically the lecture) will need to include a final exam or assignment, which should be specified on the proposal. If more than one classification is selected, the units from both of the classification

must sum to the total units field. The proposer can then specify if a student should be able to repeat the course for credit and allow multiples enrollments within a single term.

### Components and Staffing Classification

Staffing classifications are linked to weighted teaching units (WTUs) and weekly course hours. Courses comprised of two components may be configured as follows: 1) Lecture with Activity or Laboratory; 2) Seminar with Activity or Laboratory; or 3) Seminar/Demonstration with Activity or Laboratory. Choose one or two components and the most appropriate classification from the pull-down menu. (Note: The Supervision component may not be paired with another component.)

Details of the [course classification system](#) are available.

**Components**

Lecture       Seminar       Seminar/Demonstration  
 Activity       Laboratory       Practicum  
 Supervision

**Laboratory Classification**      C16 Science Laboratories (2.0 WTU and 3 contact hours per week)      **Laboratory Units**       **Final Exam / Assignment**

**Lecture Classification**      C1 Large Lecture, >50 enrollments (1.0 WTU and 1 contact hour)      **Lecture Units**       **Final Exam / Assignment**

Make sure that Total Units is the sum of one or two classification units as indicated above. For example, if a course is comprised of one classification, the classification units and Total Units will be the same. If the course is comprised of two classifications, the sum of the classification units will be the Total Units.

For fixed unit courses, insert the single value, below. For variable-unit courses, insert the low unit value and the high unit value, separated by a dash "-"

**Total Units:**

**Repeat for Credit:**  Yes     No

**Total completions**

**Total units allowed**

**Allow multiple enroll in term:**  Yes     No

14. A course outline is required for all proposals. Course topics should be entered one topic per line. Proposers can create as many lines as necessary using the green "+" button in the upper right-hand corner of the course topics field.

### Course Outline

Course Topics		+
Topic One		✖
Topic Two		✖
Topic Three		✖

15. The second portion of the course outline requires the proposer to align the program learning outcomes (degree program) with the student learning outcomes (course). Academic planning is in the process of compiling the PLOs for each program. If your program's learning outcomes are not in the database linked to above the PLO field, please

contact your department chair to identify which outcomes to use for the proposal.

[You can lookup your Program Learning Outcomes \(PLOs\) Here.](#)

Program Learning Objectives			
PLO #1	Program Learning Outcome One		
PLO #2	Program Learning Outcome Two		
PLO #3	Program Learning Outcome Three		

**Student Learning Outcomes and Alignment with Program Learning Objectives**

Student Learning Outcome		Alignment with Program Learning Objectives (use PLO # from table above)	
SLO #1	Student Learning Outcome One	2	
SLO #2	Student Learning Outcome Two	1,2	
SLO #3	Student Learning Outcome Three	1	

- 16. The evaluation procedures to be used in determining final grades field is intended to capture how student learning will be evaluated in the course.
- 17. Please list any textbooks and reading assignments students will complete in the course.
- 18. The additional information field allows the proposer(s) to include any additional text that might be relevant or assist the approvers in evaluating the proposal.
- 19. The proposer(s) are also able to include a number of supporting attachments. This might include a sample syllabi, consultations, etc.
- 20. The form allows the proposer(s) to save changes, which will allow additional edits to be made prior to review by the appropriate approvers. Or, you can save and submit, which save the proposal and notifies the department chair that a proposal is ready for their review.

**Document Viewers**

- Free PDF Viewer (<http://get2.adobe.com/reader/>)
- Free Word Viewer (<http://www.microsoft.com/en-us/download/details.aspx?id=4>)

**Staff Access** ([https://air.sfsu.edu/saml\\_login?ReturnTo=https%3A%2F%2Fair.sfsu.edu%2Fcontent%2Fhow-propose-new-course](https://air.sfsu.edu/saml_login?ReturnTo=https%3A%2F%2Fair.sfsu.edu%2Fcontent%2Fhow-propose-new-course))



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