## Approval of New Courses

**Category:** Preservice  
**Subject:** Approval of New Courses  
**Effective Date:** 4/6/05  
**Approved by:** /s/ Richard W. Carroll  
**Revision Date:** ________________

Individuals who are interested in working through the IHD to develop new courses or programs of study must work closely with the Preservice Training Coordinator. A brief description of the course and response to the criteria listed below should be submitted for review. The following questions are on the form:

- How does course or program address the IHD mission?
- Does it have an interdisciplinary focus?
- Does this course or program fit into a Program of Studies for a degree or certificate program?
- Who is the target audience (graduate and/or undergraduate)?
- How will the course be financially supported? (i.e., instructor, etc.)?
- Proposed format (i.e., web-based, IITV, face-to-face, etc.)?
- Why is the course needed?

Those courses that receive approval by the committee may use either DIS 499 or DIS 599 initially. After two offerings, the committee must initiate the steps to formally establish the course.

Individuals desiring to develop a new program of study must work closely with the Preservice Training Coordinator and the IHD Curriculum and Assessment Committee to collaborate throughout all phases of the process of establishing the program of study through the university committee structure.
REQUEST TO DEVELOP
COURSE OR PROGRAM OF STUDIES

Date:___________________

Name of Contact Person:_________________________________ Phone: _______________________

Year/Semester to be Taught:__________ No. Hours:___________

Name of Proposed Class:______________________________ Proposed Instructor:_________________

Please check all that apply:  Undergraduate  Graduate  Certificate/Program of Study

Please attach instructor’s vitae and transcripts pertinent to qualifications for teaching this class.

In submitting your proposal, please outline your class objective and/or content, including proposed syllabus and/or other materials to be used. The approval process also requires that the following questions be answered.

1. How does the proposed training address the IHD mission?  (See attached)

2. Does it have an interdisciplinary focus?

3. Who is the target audience (graduate and/or undergraduate)?

4. How will the course be financially supported (i.e., instructor, etc.)?

5. Proposed format?  (i.e., Web-based, IITV, face-to-face, etc.)

6. Why is the course needed?

Approvals:

Karen Applequist __________________________________________ Yes ☐ No ☐

Larry Gallagher __________________________________________ Yes ☐ No ☐

Dan Davidson __________________________________________ Yes ☐ No ☐

Tom Uno ______________________________________________ Yes ☐ No ☐

Rich Carroll __________________________________________ Yes ☐ No ☐