New Courses and Course Changes are sent for approval through ECAS (Electronic Course Authorization System). The previous Form NC, Form RC and TC have been replaced by the Course Proposal Form for Morris Campus and on-line entry and approval. Contact Nancy Helsper in the Dean's Office (ext. 6012) for the course number for any new courses being proposed.

Form A--Summary of Changes (use only in catalog revision years)
Form B--Discipline Objectives and Requirements (use only in catalog revision years; make changes in the catalog sections of introduction; objectives; major, minor, and teacher prep requirements)

All new course information and/or course changes should be sent electronically to your Division contact person for entry on-line. Please use the Course Proposal Form for Morris Campus at Current courses and courses in process can be viewed at http://www.irr.umn.edu/ecas/template/selact.cfm?cmp=4.

<table>
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<tr>
<th>Division/Unit</th>
<th>Contact Person</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Education</td>
<td>Karen Ellis</td>
<td>elliskj</td>
<td>589-6463</td>
</tr>
<tr>
<td>Education</td>
<td>Jana Koehler</td>
<td>koehlerj</td>
<td>589-6404</td>
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<td>IS</td>
<td>Karen Van Horn</td>
<td>vanhornk</td>
<td>589-6018</td>
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<td>Humanities</td>
<td>Janyne Hacker</td>
<td>hackerje</td>
<td>589-6250</td>
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<tr>
<td>Social Science</td>
<td>Terri Hawkinson</td>
<td>hawkints</td>
<td>589-6199</td>
</tr>
<tr>
<td>Science &amp; Math</td>
<td>Carol Ford</td>
<td>fordcj</td>
<td>589-6300</td>
</tr>
</tbody>
</table>

If information is missing, certain default values will be assumed. The list of defaults is given below:
* If no grading option is listed (e.g., S-N only), then students will be given the option of "S-N or A-F."
  Most UMM courses allow students both options.
* If no semester is indicated after the course number, no assumptions can be made about the term of offering.
* If years not offered are omitted, then it is assumed that the course will be offered every year.

Approval Processes:
All new courses and course changes must go through either one or both of the following approval processes: regular and provisional. Courses should be sent through the regular approval process however, if the course will be taught on an experimental, one-time-only basis then provisional approval can be requested. If the course is intended to be a long-term course but time does not allow for the regular process before the first offering, then send the course through BOTH approval processes simultaneously. Notify your department’s designated person, who will enter the course information in ECAS, what type of approval you are requesting

**Regular Approval:** This process includes Division, Curriculum Committee, and Campus Assembly approval. It could take up to a couple of months to go through all of the steps. New courses become effective immediately following Campus Assembly approval.

**Provisional Approval:** This allows for the Vice Chancellor for Academic Affairs, with the concurrence of the Division Chairs, to approve the course for one offering. Provisionally approved courses will not be put into the UMM Catalog.
ECAS
Information for Course Form
For Morris Campus

**Subject and Description:** Formerly designator & its description - Two to four character abbreviation of the designator (i.e. HIST) and the complete description of that designator.

**Catalog Number:** Formerly course number, a four-digit number

**Effective Date:** The date the course will be effective, the date corresponds with the term start date

**Effective Status:** Either Active or Inactive

**Course Title Abbr:** (limited to 30 characters, including spaces) - Will appear on students' transcripts

**Course Title Long:** (limited to 100 characters, including spaces)
Complete title of the course that will appear in the catalog

**Catalog term information:** Enter the catalog term information: f=fall, s=spring, m=May session, su=summer

**Units Minimum:** The minimum credit amount for the course
Variable credit courses will have different minimum/maximum amounts
Non-variable credit courses will have the same minimum/maximum amounts

**Units Maximum:** The maximum credit amount for the course
Variable credit courses will have different minimum/maximum amounts
Non-variable credit courses will have the same minimum/maximum amounts

**Units Acad Prog:** Default should be Units Minimum
Enter an equivalent credit amount for courses that carry no degree credits but should be counted in the determination of the student's academic load (e.g., fulltime). Most courses should carry some number of units toward academic progress.

**Units Finaid Prog:** Default should be Units Minimum
Enter an equivalent credit amount for courses that carry no degree credits but should be counted in the determination of the student's financial aid load (e.g., fulltime). Most courses should carry some number of units toward financial progress.

**Contact Hours:** For the Morris campus this information (the scheduled hours per week) is included in the course description and NOT entered in this section.

**Grading Basis:** Student Option, S/N Only or A-F Only

**Course Repeatable:** Yes or No

**Total Units Allowed:** If the course can be repeated for credit, how many credits total?

**Total Completions Allowed:** If the course can be repeated for credit, how many times?

**Allow Multiple Enroll:** DOES NOT APPLY TO MORRIS
**Academic Career:** Always Default UGRD

**Component 1:** Choose course component (Lecture, Case Study, Directed Research, Practicum Discussion, Studio, Independent Study, Field Work, Seminar, Laboratory, Individual Instruction, Physical Education, Colloquium, Directed Study, Intern/Externship, Workshop)

**Final Exam 1:** Will there be a final Exam for this component

**Component 2:** Choose a second component if this course has two components (see list above)

**Final Exam 2:** Will there be a final Exam for this component

**Component 2:** Choose a third component if this course has three components (see list above)

**Final Exam 2:** Will there be a final Exam for this component

**Catalog Description:** (limited to 350 characters, including spaces)
This is the complete description of the course without the GER, pre-req or anything that would be in parenthesis in the catalog; include lecture and lab hours and any additional meetings outside of the regular scheduled time

**Cross Listed Courses:** Is this course cross-listed with any other course(s)? If so, list the subject(s) (designators) and catalog number(s) (course numbers) of the cross-listed courses.

**Honors Course:** Indicated yes or no if this course is an honors course

**Topics Course:** DOES NOT APPLY TO MORRIS. Morris topics courses are set up differently than the other campuses; therefore we do not use this field.

**Semester Prerequisite:** (limited to 250 characters, including spaces)
Pre-requisites, co-requisites, concurrent registration, instructor and/or department consent information

**Additional Course Information:** Any additional course information that is not a pre-requisite, co-requisite or GER. (i.e. fee requirements, limited or no elective credit for majors and/or minors, restrictions such as no credit if another course has been successfully completed).

**UC Catalog Description:** DOES NOT APPLY TO MORRIS

**Print both descriptions in UC Catalog** DOES NOT APPLY TO MORRIS

**Editor Comments:**
Enter any other necessary information not covered in the above fields. This information will only stay with the course during the approval process. Include here the Principal Faculty Sponsor for the course and the rationale for the course and/or changes.

**Rationale.**
The members of the discipline should provide the Curriculum Committee with the sorts of information they themselves weighed in approving the course or changes to an existing course (e.g., What course(s) does this replace? What major, minor or other requirements does it satisfy? What discipline objectives does the course
meet?). The rationale might indicate the way the course is expected to be structured, the students it may attract, more details about content than are in the catalog description, and so forth.

**Honors Rationale**
If this course is to be an honors course, there should be an "H" immediately following the course number and in this section there should be a rationale explaining how the course meets the Honors Program guidelines and criteria.

**Historical Information:**
Enter any ongoing information. This will stay with the course for the life of the course. Include in this section the assessment information and GER exception, etc.

**Assessment**
Goals of this course.-- example: "To teach students to read with accuracy and understanding complex literary texts and to write with clarity and originality about those documents."
How will you ASSESS the success of this course in achieving the GOALS described above?--example: "Students will be asked to write a brief literary analysis in the first weeks of the term, then to comment upon their own work as part of the final exam; students will be asked to self-evaluate their sense of increased literary understanding and improved confidence in compositional skills."

**GER Exception**
There should be a General Education Requirement (GER) category designated for every course. That designator, chosen from the list below, should appear in the catalog description in item "I" (see example above). If no GER designator is given, a rationale must be provided for requesting an exception for this course.

**Information for Morris General Education Curriculum**
(Complete only if course is proposed for General Education Requirements)
Requirement Satisfied
GER: Select from the drop down list of Morris GER categories

I.      FYS      First Year Seminar.

II.     Skills for the Liberal Arts.
      CW      College Writing.
      FL      Foreign Language.
      M/SR    Math/Symbolic Reasoning.
      ArtP    Artistic Performance.

III.    Expanding Perspectives.
      Hist    Historical Perspectives.  The Global Village.
      FA      Fine Arts.  IP      International Perspective.
      Sci     Physical & Biological Sciences WITHOUT LAB.  E/CR  Ethical and Civic
      Sci-L   Physical & Biological Sciences WITH LAB  Responsibility.
Form A--Summary of Changes: This form contains a statistical summary for the use of the Division Chair, Curriculum Committee, and Campus Assembly concerning the discipline's current and proposed curriculum. This information does not go into the UMM Catalog. "Present" counts are made from the old catalog and "Proposed" counts are made from the proposed new catalog copy. Submit this form along with any curricular changes each biennium when the next catalog is being prepared.

Form B--Discipline Objectives and Requirements: This form is used to show changes in any of the following areas, most of which are found at the beginning of the catalog section for the discipline. To propose changes to any of these sections, paste in the full current text and underline additions and strikethrough deletions. It is important that this be done meticulously because any deviation from current catalog copy that is not underlined or struck through will be interpreted as unintentional and will not be changed.

I. Introductory Statement. See first paragraph(s) in the catalog section for this discipline.
II. Objectives. See catalog section by this name. What should students learn in this discipline?
III. Assessment. How does the discipline measure the extent to which student learning meets disciplinary goals and objectives?
IV. Requirements for a Major. See catalog section by this name.
V. Requirements for a Minor. See catalog section by this name.
VI. Requirements for Teacher Preparation. See catalog section by this name.
VII. Other heading. See catalog. Example: in Spanish, there is a heading called "Required Proficiency/Placement Examination" which would be revised under VII. Be sure to include the specific heading title.

Update Online Catalog

In years when the catalog is not in production, approved curriculum changes may be updated in the online version of the catalog by Division contacts by following these steps:

1) After Campus Assembly approval has been received, go to the following web site: http://www.catalogs.umn.edu/morris/index.html. Click on the “Request a change to the Morris Catalog” link (right column, bottom of the screen).
2) On the “Request for Changes for University Catalogs” page, enter the web address for the page from the online catalog that needs to be changed.
3) Copy and paste the chunk of information from the current catalog that needs to be changed into the box provided.
4) Enter the replacement information in the box provided.
5) Enter the effective date for the change.
6) Enter the name of the person submitting the change.
7) Enter the email address of the person submitting the change.
8) Click on the “Submit” button.

Changes submitted in this manner will be sent to the Dean’s Office for approval and then entered into the online catalog by the Twin Cities catalog editors. For questions, contact the UMM catalog coordinator at ext. 6012.
If you have questions or comments about these instructions, please contact Karen Van Horn in the Dean's Office (phone: ext. 6018; email: vanhornk@mrs.umn.edu).

Rev. 10/2003