How to Propose a New Course

UAMS COLLEGE OF PUBLIC HEALTH

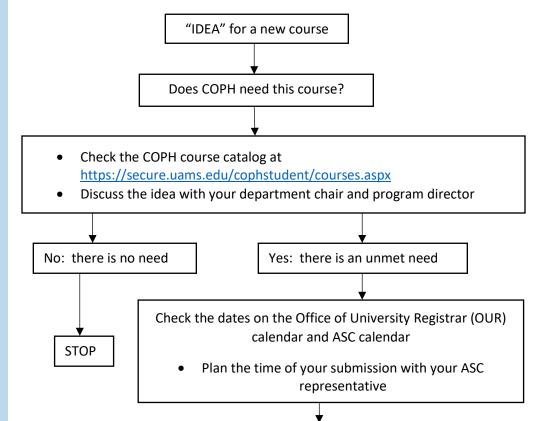
CONTACT

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Complete 2 forms found at:

http://publichealth.uams.edu/faculty/resources/academic/

- 1. Forms: Course Syllabus Template Pay special attention to:
 - Course competencies (see Teaching: Competency Tracking System)
 - Assignments and Grading
- 2. Teaching: OUR Academic Catalog New/Retired Course Approval Form Attach a revised Track Planner with changes (in track changes)

Submit the <u>signed</u> form to the Academic Standards Committee (ASC) by the ASC due date:

- Discuss the proposal with your department's ASC representative/Get Department Chair to sign the form under "Other Required Signature"
- Ask your representative to place your proposal on the ASC agenda

Transmit your documents to Denise Hanna at DBHanna@uams.edu