

# Wellesley College

Department of Physical Education, Recreation, and Athletics

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## **New Course Proposal Guidelines**

### **Course Proposal Procedure**

- 1) Early Advisor Consultation (Summer-September)
- 2) Deadline for Initial Proposal: September 30<sup>th</sup> (Use attached form)
- 3) Initial "OK" from PE Management to Proceed with Final Proposal, Learning Outcomes, etc.
- 4) PE Management Reviews Initial Proposals Early October with Possible Resubmission
- 5) Complete Proposal due October 31<sup>st</sup> with Course Outline and Learning Outcomes
- 6) PE Management Makes Recommendation to Department Faculty: mid-December Department Meeting
- 7) Department Faculty Vote: December

PE Management will review new courses after one semester or two terms including:

- A. SEQs
- B. Attrition
- C. Impact on Curriculum
- D. Instructor Professional Development

### **Faculty Proposal Form**

Background/Experience/Training/Certifications of Instructor

Term vs. Semester

Course Outline

- A) Learning Outcomes: Physical and Cognitive
- B) Clear Progressions

Budgetary Impact

Facility, Storage and Equipment

Staffing Considerations

- A) Expertise
- B) Professional Development

### **PE Management Group: Considerations and Responsibilities in Making Recommendations to Department Faculty**

(Need prototype of proposal and course outline with learning outcomes to serve as model for faculty?)

Criteria to consider in Initial Proposal (September 30<sup>th</sup>):

- 2) Level of Physical Activity/Fitness Component

- 3) Motor Skill Learning (Short and Long-Term)
- 4) Life-long Participation Emphasis; Potential to Lead to Recreational/Other Opportunities or Further Instruction (transfer to other areas)
- 5) Responsiveness to Changing Current “Trends”
- 6) Budgetary Impact
- 7) Facility, Storage and Equipment
- 8) Staffing Considerations
  - 1) Expertise
  - 2) Professional Development
- 9) Enrollment Considerations
- 10) Overall Curriculum
  - 1) Substitution or Additional Course
  - 2) Numbers of New Courses Each Year
  - 3) Value of Added Course – “Fit” in Curriculum
  - 4) New Activity vs. Advanced Levels
- 11) Adherence to Timeline for Proposal  
Additional Material for Final Course Proposal (October 31<sup>st</sup>)
- 12) Course Outline with Learning Outcomes: Physical and Cognitive
  - A. Clear Progressions
  - B. Error Detection/Correction (let’s reconsider this one)

**Philosophical Areas for Department Discussion/Athletic Director Input**

Breadth vs. Depth

Advanced Level Courses

Term vs. Semester Courses