THE UNIVERSITY OF THE WEST INDIES
PROPOSAL FOR NEW/REVISED UNDERGRADUATE COURSE

[(See Key definitions at Appendix I)]

Campus and Faculty:

School, Department, or Centre:

Course Code and Title:

Semester and Level:

Pre -requisites: Enter All Pre- requisites or State 'None'

Co-requisites: Enter ALL Co-requisites or State 'None'

Anti-requisites: Enter ALL Anti-requisites or State 'None'

Course Type: Select Course Type (Core, Elective, or Co-Curricular)

Credits:

Projected Enrolment	Year 1	Year 2	Year 3	Other Year(s)
Full-Time Students				
Part-Time Students				

Projected Start Date:

Mode of Delivery: Face-to-Face ❑   **Blended** ❑   **Online** ❑

1. Course Description

Provide a brief description of the offering of this course, such as: "This course introduces students to…It covers…It will be assessed using...".

2. Rationale

Provide a brief statement highlighting the dominant reasons for the offering of this course. You should justify its addition and clearly state how it integrates into the overall degree programme.

3. Course Aims/Goals

Enter the course aim/goal in a short paragraph. For example, "The primary aim/goal of the course is to…."

4. Course Learning Outcomes (Enter 5 to 8 learning outcomes as per the UWI requirement)

On successful completion of the course, students will be able to:

1. Text
2. Text
3. Text
4. Text
5. Text
6. Text
7. Text
8. Text

5. Course Content

Describe units, topics, concepts that will be addressed:

6. Teaching Methods

[Specify the combination of lectures, tutorials, labs, workshops or other types of interaction as appropriate. N.B. All types of interaction must be included]

7. Contact and credits hours: Example - Lecture, Tutorial, Labs, other:
To take into account the study week

Type	Duration (Number of weeks)	Contact Hours	Credit Hours
Lecture			
Tutorial			
Labs			
Other (e.g.)			
Total:			

8. Course Assessments Description

In paragraph form, write a brief description of the main assessment methods used in this course.

9. Course Assessment Type and Course Learning Outcome Matrix

#	Assessment Item	Learning Outcomes (see section 4)	Assessment	
			Weight %	Description
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

10. Attributes of the Ideal UWI Graduate

Please tick the ones that apply to this course:

- ❑ A critical and creative thinker

- ❑ An effective communicator with good interpersonal skills

- ❑ IT-skilled and information literate

- ❑ Innovative and entrepreneurial

- ❑ Globally aware and well-grounded in his/her regional identity

- ❑ Socially, culturally and environmentally responsible

- ❑ Guided by strong ethical values

11. **Readings/Learning Resources** *(Online and Print)*

Required/Essential

Enter references for required reading in the faculty reference style (APA, MLA, AMA…).

Recommended

Enter recommended reading and resources in your faculty referencing style.

Other: (Special Equipment/Tools)

Enter other resources (Special Equipment or Tools)

12. Staffing Requirements. Give an indication of the staffing needs for the delivery of the course.

13. Projected additional Cost (if any) for Proposed Undergraduate Course
   PROJECTED EXPENDITURE FOR PROPOSED UNDERGRADUATE COURSE

Expenditure	1st Year (specify the Academic year and start-up costs)	Estimated Costs for Annual Operations for 3-Year Period
Personnel 1. Internal reallocation (State how the campus or University resources will be moved or re-deployed from a current area of expenditure to support the new course) Will additional staff be required? 2. New Funds (State the expenditure engendered that the institution would meet from other resources New Funds **Total**		
Capital Expenditure (Include a new facility or Renovation or renewal of an existing building) 1. Internal reallocation 2. New Funds **Total**		
Equipment and Technology (Include equipment and technology which are not capital expenditure. Include IT license fees, maintenance, software, etc.) 1. Internal reallocation 2. New Funds **Total**		
Library Acquisitions (e.g. Books, journals, online resources, space) 1. Internal reallocation 2. New Funds **Total**		
Any other costs		

14. Regional Collaboration/ Consultation

[Summarise responses from colleagues at Cave Hill, Five Islands Campus, Mona, St. Augustine, Open Campus here and explain how the feedback was taken into account.].

NB. The policy of BUS is that if no responses are received within six (6) weeks, the course may be sent forward for approval.

15. All relevant BUS Policies are available at: **http://uwi.edu/undergraduatestudies/default.aspx**

Have you taken these policies into account in the design of this Course?   Yes ❑   No ❑

Academic Staff Member / Contact Person Responsible/Coordinator
Name: Telephone: Email:

Campus/Faculty/Department:

Date of Recommendation by Faculty Board:

Signature: Dean_____

Signature: Department Head_____

Checked and endorsed by: ❏   Campus Bursary   ❏ CETL   ❏ Library

                                                      ❏   Bookshop   ❏ Faculties on other Campuses

                                                      ❏   OOL   ❏ Other _____

NB. Attach supporting documents as appendix e.g. CETL. Library, online checklist

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APPROVAL PROCESS

Response from AQAC: ❑ Approved

❑ Approved after completion of specified minor amendment(s)

❑ To resubmit with specified changes

❑ Not Approved

Signature: AQAC Chair _____

Date Ratified by Academic Board_____

Signature: Campus Registrar _____

1. Key Definitions:

Face-to-Face Course: A course in which teaching and learning takes place predominantly in a physical space where instructors and students or learners meet in-person. A face-to-face course is based on course contact hours standards.

Online Course: A course which has been intentionally designed so that all instruction takes place using technology and there are no requirements for face-to-face class meetings. An online course can be delivered synchronously, asynchronously or both.

Synchronous delivery: Teaching and learning which occurs when instructors and students/learners meet online at the same time.

Asynchronous delivery: Teaching and learning which occurs when instructors and students/learners interact with each other and the course material at different times.

Blended course: A course which has been designed to intentionally replace some of the face teaching and learning which takes place in a physical space with teaching and learning in the online environment. In order to qualify as a blended course, at least 1 credit hour (12 contact hours of face-to-face teaching or equivalent) must be replaced with teaching and learning in the online environment.

Online programme: A programme which consists of all online courses.
Blended programme: A programme which consists of any combination of two or more types of courses. This combination might be:

- face-to-face and blended courses
- face-to-face and online courses
- blended and online courses
- face-to-face, blended and online courses.

Emergency Remote Teaching: A temporary shift of instructional delivery to an alternate delivery mode due to crisis circumstances[1] (Hodges, Moore, Lockee, Trust & Bond, 2020).

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[1] Hodges, C., Moore, S., Lockee, B., Trust, T. & Bond, A. (2020, March 27). *The Difference Between Emergency Remote Teaching and Online Learning*. EDUCAUSE REVIEW. https://er.educause.edu/articles/2020/3/the-difference-between-emergency-remote-teaching-and-online-learning

Course Calendar

Week	Topic	Required Readings Learning Resources	Learning Activities	Assignments	
				Name	**Due Date**
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.	Course Review *(No introduction of new subject matter)*				