Dickinson

To: All Department Chairpersons and Program Coordinators
From: Deb Bolen, Associate Provost for Curriculum
Date: August 14, 2023
Re: Spring 2024 Course Submissions

<p style="text-align:center; color:red;">SPRING 2024 COURSE SUBMISSIONS
ARE DUE BY NOON, MONDAY, SEPTEMBER 11, 2023</p>

Verification of Spring 2024 Courses
Because all departments submitted course offerings for the full 2023-2024 academic year in February of this year, you will not need to resubmit your Spring 2024 course offerings. However, you should review your spring courses online and make any necessary changes.

Electronic Course Submission
Departments will use the electronic course submission application in CLIQ to submit courses. To access CLIQ for submitting your courses go to https://gateway.dickinson.edu and press the CLIQ icon. For details on entering the information, review these instructions.

Adjunct Requests
If you are requesting an adjunct or full-time visiting faculty position, you should have already made your request using this form. This is the case even if you have regularly relied on an adjunct or full-time visiting faculty to offer courses in your department. Senior Associate Provost Hamilton-Drager should have already corresponded with you regarding approved requests for 2023-24. If you still need to request an adjunct or full-time visiting position, please use the link above to indicate the reason for requesting the position -- typically student demand, but other staffing needs may apply (replacing a course for a faculty member on reassigned time, for example). Requests will continue to be reviewed in light of demand and resources available; the Provost has final approval.

New Courses
If you wish to offer a ***new course,*** refer to the Curriculum Revisions section of the Academic Program and Standards Committee web page for information. All new courses must be approved by APSC and faculty. The completed New Course Proposal Form is due to apsc@dickinson.edu **no later than September 1, 2023**. Include proposed courses with your department submission using the "Create a New Course" option through CLIQ.

Courses Meeting Graduation Requirements
If you wish to offer a course meeting one or more of the Graduation Requirements, choose the appropriate attributes in the "Course Attributes" block of the Course Submission application on CLIQ. If the course has not met that requirement in the past, please send supporting information to the appropriate person (listed at the bottom of this page) for review.

Course Priority for Registration
The Course Request Period will take place 9:00am EST, Monday, October 30, through 4:00pm EST, Wednesday, November 1, 2023.

Please be sure to *review all* of your priorities for each course submitted. There is a report available containing just the priorities in CLIQ. If the priorities listed are correct, there's nothing additional you need to do. If you would like to make changes, do so in the Priorities block of the Course Submission application.

Remember, if more students request your course than there is space available, students will be registered randomly within each of your priority designations. In other words, there is no first-come, first-chosen procedure during the initial Course Request Period.

Course Descriptions for Topics Courses
Include course descriptions for any new topics courses in the Course Description block of the Course Submission application on CLIQ. If a topic was previously offered, that description should automatically default into this box when the topic title is selected.

Classroom Preferences/Special Needs
Indicate a specific classroom in the "Schedule & Capacity" box or technology need in the "Room Requests" box of the Course Submission application on CLIQ. Below are our criteria for prioritizing room requests:
   A. Courses scheduled during faculty-approved time slots
   B. Courses with special needs:
        a. Specific technology on a permanent usage basis
        b. Specific equipment required by a particular subject
   C. Course capacity correlated to room size
   D. Classroom in close proximity to faculty member's office/department
   E. Classrooms in close proximity (within same building) for back-to-back meeting times
   F. Room preferences without Room Requests code information will receive lower priority in scheduling

Class Meeting Times
APSC will be enforcing the course scheduling policy, which includes **spreading course offerings across the weekly schedule**: a second 50-minute course may not be offered in a time slot unless all 50-minute slots have been used; likewise for 75-minute time slots.

As a reminder, each course, including Senior Seminars, unless otherwise noted in the course description, is equivalent to four semester hours. Credit for courses is based on the assumption that at least three hours of study accompany each class period (excluding labs).

If you have any questions, please feel free to contact me. Thank You!

cc   Renée Cramer
     Catrina Hamilton-Drager
     Elizabeth White-Hurst
     Academic Department Coordinators