To:      All Department Chairpersons and Area Coordinators  
From:  Deb Bolen, Assistant Provost  
Date:   January 13, 2020  
Re:    2020-2021 Course Submissions  

FALL 2020 & SPRING 2021 COURSE SUBMISSIONS  
ARE DUE BY NOON, MONDAY, FEBRUARY 3, 2020  

Full Academic Year Submission  
Departments will submit course offerings for the full 2020-2021 academic year. Fall 2020 course offerings will be released to the community in March, and Spring 2021 offerings in October.  

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 the Dickinson Gateway 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 must send an email to me (bolend@dickinson.edu) and John Henson (henson@dickinson.edu). This is the case even if you have regularly relied on an adjunct or full-time visiting faculty to offer courses in your department. 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 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 the faculty. The completed electronic New Course Proposal Form should be submitted no later than February 3. 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 which meets one or more of the Graduation Requirements, you can indicate that on the “Course Attributes” box of the Course Submission application on CLIQ. If the course has not met the requirement(s) in the past, please send supporting information to the appropriate person (listed at the bottom of this page) for review.  

Course Priority for Registration  
Please be sure to review all of your priorities for each course submitted. There is a report available containing just the priorities. If the priorities listed are correct, there is nothing additional you need to do. If you would like to make changes, follow the instructions in that section 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.  

If you would like to reserve seats for incoming first-year students in your fall courses, the number of seats can be indicated on the “Schedule & Capacity” box. Seats are not reserved for first-year students in spring classes because first-year students request classes at the same time as returning students.
Course Descriptions for Topics Courses
Include course descriptions for any new topics courses in the “Course Description” box of the Course Submission application on CLIQ. If a topic was previously offered the description should automatically default into this box when the topic is selected. Updates can be made to that description as needed.

Classroom Preferences/Special Needs
Indicate a specific classroom in the “Schedule & Capacity” box or technology need in the “Room Attributes” box of the Course Submission application on CLIQ. Below are our criteria for prioritizing room requests:
1. Courses scheduled during faculty-approved time slots
   • after 1:30 p.m., access to facilities and technology will be granted according to the following priority:
     i. Monday/Thursday; Tuesday/Friday
     ii. Tuesday/Thursday; Monday/Wednesday
     iii. Monday/Tuesday; Monday/Friday; Thursday/Friday
2. Courses with special needs:
   • Specific technology on a permanent usage basis
   • Specific equipment required by a particular subject
3. Course capacity correlated to room size
4. Classroom in close proximity to faculty member’s office/department
5. Classrooms in close proximity (within same building) for back-to-back meeting times
6. First-year seminars (FYSMs) will be given priority in designated classrooms. Other classrooms requested for FYSMs will follow the guidelines published on this page. FYSMs meet 11:30 MWF, 12:20 MWF, and 11:30 MF, and their classrooms are assigned prior to the fall course submission deadline.
7. Room preferences without code information will receive lower priority in scheduling

Important Reminder Regarding Scheduling
First-year seminar courses will be offered 11:30 MWF; 12:30 MWF; 11:30-12:45 MF. When offering courses that are appropriate for first-year students, avoid these times unless you have multiple sections. (NOTE: In the past first-year students encountered difficulty scheduling certain courses for which only single sections were offered during these time slots.)

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. Keep in mind that the 10:30 Tuesday/Thursday timeslot is the most heavily used, so please select other 75-minute slots for best classroom availability.

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 my office at x1749 or the Registrar’s Office at x1315. Thank You!

cc: Neil Weissman
    Mary Ann Leidigh
    John Henson
    Academic Department Coordinators